

**To:** Vizian, Donna[Vizian.Donna@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Mon 6/5/2017 10:19:40 PM  
**Subject:** RE: V/V Information - multiple selection criteria  
RE: V-V Selection Criteria/Alternate Suggestion

Hey-

I'm attaching and pasting in Krysti's response on this below bc I think it's helpful. If you read through to her intent, she's saying

**Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process** —just my opinion. Let me know if we need to discuss.

Thanks, Loretta —

## **Ex. 5 - Deliberative Process**

## **Ex. 5 - Deliberative Process**

Either way — we'll work towards management's preferred process — just let us know what that is!

\*\*\*\*\*

**From:** Vizian, Donna  
**Sent:** Monday, June 05, 2017 12:38 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** FW: V/V Information

Hi – need to finalize and get to the LER folks. Could the business case to reduce the highly graded positions be based on the criteria below?

**From:** Fine, Steven  
**Sent:** Wednesday, May 31, 2017 8:26 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Cc:** Simon, Harvey <Simon.Harvey@epa.gov>  
**Subject:** RE: V/V Information

Donna and Loretta,

Thanks for sharing that.

Comments on the selection criteria:

- [REDACTED] OEI has included in its business case that if more people apply than we can accept we will first make offers to GS-15s, then GS-14s, then GS-13s. **Ex. 5 - Deliberative Process**

**Ex. 5 - Deliberative Process**

[REDACTED] Can you please provide that as an option offices/regions can select or making that the standard approach for offices/regions trying to reduce the number of people in highly graded positions.

- [REDACTED] Suggest changing “EPA years of service” to “Federal years of service”

Thanks

Steve

**From:** Vizian, Donna  
**Sent:** Tuesday, May 30, 2017 6:12 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>  
**Subject:** V/V Information

Hi Everyone,

As a follow up to our conversation this afternoon, attached is the draft timeline. Please do not share past those who need to know. It is very compressed, so thanks in advance to all for your help in making this happen. Also, below is the proposed selection criteria. Please send any comments on the criteria to me and Loretta Hunt by noon on Thursday. As a reminder, our plan is for Mike to send out a message to all employees. We will coordinate notification to the unions with release of the message. Nothing should go out in advance of Mike's message. Best, Donna

Selection Criteria:

## Ex. 5 - Deliberative Process





**To:** Showman, John[Showman.John@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Fri 5/26/2017 2:34:36 PM  
**Subject:** RE: SSC Schedule

Thank you! I expect they will be grumpy and that they will blame the delay in getting the schedule together on us. Sigh.

**From:** Showman, John  
**Sent:** Friday, May 26, 2017 10:24 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>  
**Subject:** Re: SSC Schedule

I sent a message to Arron and Rick yesterday giving them a heads up.

Sent from my iPhone

On May 26, 2017, at 9:30 AM, Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)> wrote:

FYI—Loretta and I updated the schedule and it is def compressed. Please take a look. Scared to share it with the SSCs LOL! Do you think workable? Thanks!

**From:** Hunt, Loretta  
**Sent:** Thursday, May 25, 2017 6:38 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** RE: SSC Schedule

My stab at the timeline

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hart, Debbi

**Sent:** Thursday, May 25, 2017 5:28 PM

**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>

**Subject:** SSC Schedule

**Importance:** High

Uh oh! Should've provided official notice in April! LOL

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

<DraftSSC Schedule V-V May2017 .docx>

**To:** Vizian, Donna[Vizian.Donna@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Tue 6/13/2017 8:42:27 PM  
**Subject:** RE: V/V Information - multiple selection criteria

Excellent—so Steve Fine knows? (And we can remove that reference to different selection criteria from OEI's submittal?)

**From:** Vizian, Donna  
**Sent:** Tuesday, June 13, 2017 4:36 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: V/V Information - multiple selection criteria

We are sticking with the same as what we proposed

**From:** Hart, Debbi  
**Sent:** Tuesday, June 13, 2017 3:40 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** FW: V/V Information - multiple selection criteria

Checking back to see if we came to a final decision on this?

**From:** Hart, Debbi  
**Sent:** Monday, June 05, 2017 6:20 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** RE: V/V Information - multiple selection criteria

Hey-

I'm attaching and pasting in Krysti's response on this below bc I think it's helpful. If you read

through to her intent, she's saying that having multiple selection criteria makes her negotiation job much tougher in the already shortened period of time remaining (even tho she adds that she will do it if needed—nice!) My issue is similar to Krysti's—if we accommodate the request, we will have to identify which exact positions fall under the theme of reducing/restructuring highly graded positions—our targeted positions template doesn't capture the positions by theme. So that probably means we will have to go back to the offices using that theme and have them identify. All in all, another complication that will slow things down on an already tight schedule. And if we alter what we did previously (and successfully I might add) that sounds like something more the unions might take issue with—just my opinion. Let me know if we need to discuss.

Thanks, Loretta –

## Ex. 5 - Deliberative Process

Either way – we'll work towards management's preferred process – just let us know what that is!

\*\*\*\*\*

**From:** Vizian, Donna  
**Sent:** Monday, June 05, 2017 12:38 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** FW: V/V Information

Hi – need to finalize and get to the LER folks. Could the business case to reduce the highly graded positions be based on the criteria below?

**From:** Fine, Steven

**Sent:** Wednesday, May 31, 2017 8:26 PM

**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>

**Cc:** Simon, Harvey <[Simon.Harvey@epa.gov](mailto:Simon.Harvey@epa.gov)>

**Subject:** RE: V/V Information

Donna and Loretta,

Thanks for sharing that.

Comments on the selection criteria:

- ☐ ☐ ☐ ☐ ☐ ☐ OEI has included in its business case that if more people apply than we can accept we will first make offers to GS-15s, then GS-14s, then GS-13s. This supports our goal of

**Ex. 5 - Deliberative Process**

Can you please provide that as an option offices/regions can select or making that the standard approach for offices/regions trying to reduce the number of people in highly graded positions.

- ☐ ☐ ☐ ☐ ☐ ☐ Suggest changing “EPA years of service” to “Federal years of service”

Thanks

Steve

**From:** Vizian, Donna

**Sent:** Tuesday, May 30, 2017 6:12 PM

**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>

**Cc:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Corbett, Krysti <[Corbett.Krysti@epa.gov](mailto:Corbett.Krysti@epa.gov)>; Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>

**Subject:** V/V Information

Hi Everyone,

As a follow up to our conversation this afternoon, attached is the draft timeline. Please do not share past those who need to know. It is very compressed, so thanks in advance to all for your help in making this happen. Also, below is the proposed selection criteria. Please send any comments on the criteria to me and Loretta Hunt by noon on Thursday. As a reminder, our plan is for Mike to send out a message to all employees. We will coordinate notification to the unions with release of the message. Nothing should go out in advance of Mike's message. Best, Donna

Selection Criteria:

If the number of applications received exceeds the total number of VSIPs we can offer, approvals will be based first on service computation date (SCD) for leave, then on entry on duty (EOD) date – total EPA years of service. If the SCD and EOD dates are the same for two eligible employees, then the offer will be granted to the employee who submitted his or her application first.

**To:** Hart, Debbi[Hart.Debbi@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]  
**Cc:** Barber, Anthony[Barber.Anthony@epa.gov]; Dalrymple, Anne[Dalrymple.Anne@epa.gov]; Lindsay, Nancy[Lindsay.Nancy@epa.gov]; McDonald, James[McDonald.James@epa.gov]  
**From:** Westenberger, Andrea  
**Sent:** Thur 6/29/2017 9:22:40 PM  
**Subject:** V/V letters - question

Hi Debbi & Loretta,

The ARAs would like to know what the plans are for the V/V letters. We had heard that a template would come out from OARM-OHR-LER for the regions to use and that the regions would send the letters to employees but we're not sure. A few questions:

- Is LER developing a template?
- Who sends the letters? (Regions, SSCs, HQ?)
- Where will letters be sent – employees home, work?

Thanks,

Andrea

**Andrea Westenberger**

Lead Region Coordinator for OCFO & OARM

EPA Region 10

1200 Sixth Avenue, OMP 21-I01

Seattle, WA 98101

(206) 553-6111 (office)

(206) 719-9154 (cell)

[westenberger.andrea@epa.gov](mailto:westenberger.andrea@epa.gov)





Message

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/13/2017 8:30:15 PM  
**To:** Parker, Gary [parker.gary@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: VERA VSIP Applications Received

FYI—not bad for Day 1!

---

**From:** Showman, John  
**Sent:** Thursday, July 13, 2017 4:22 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** FW: VERA VSIP Applications Received

FYI ...

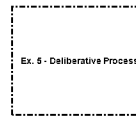
**From:** "Martinson, Alice" <Martinson.Alice@epa.gov>  
**Date:** July 13, see 2017 at 4:04:38 PM EDT  
**To:** "Helm, Arron" <Helm.Arron@epa.gov>, "Collins, BJ" <Collins.BJ@epa.gov>, "Carter, Rick" <Carter.Rick@epa.gov>, "Atkinson, Ryan" <Atkinson.Ryan@epa.gov>, "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>, "Bonner, Jerome" <Bonner.Jerome@epa.gov>, "Engebretson, Lizabeth" <Engebretson.Lizabeth@epa.gov>  
**Cc:** "Mairose, Sue" <Mairose.Sue@epa.gov>, "Davis, Cathy" <Davis.Cathy@epa.gov>, "Jimenez, Elaine" <Jimenez.Elaine@epa.gov>  
**Subject:** VERA VSIP Applications Received

As of 4:00 this afternoon, ☐ VERA/VSIP applications have been received agency-wide.  
Below is the breakdown by Program/Region.

Program or Region	Total
AO	<div>Ex. 5 - Deliberative Process</div>
OAR	
OARM	
OCFO	
OCSP	
OECA	
OEI	
OGC	
OITA	
ORD	
OW	
Region 1	
Region 10	
Region 2	
Region 3	
Region 4	
Region 5	
Region 6	
Region 7	

Region 8

Region 9



Total:



For comparison, here's what we received in the first few days of the past 2 VERA/VSIP windows:

Application Period	Day 1	Day 2	Day 3	% of Total Applications
October 2014	33	100	36	52%
February 2014	237	65	27	72%

~ Alice

Alice Martinson  
Acting Section Chief, RTP-SSC  
U.S. Environmental Protection Agency  
OARM/HRMD-RTP (MD-C639-02)  
Research Triangle Park, NC 27711  
voice: 919-541-5420  
fax: 919-541-1360



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**To:** Vizian, Donna[Vizian.Donna@epa.gov]; Showman, John[Showman.John@epa.gov]; Coomber, Robert[coomber.robert@epa.gov]  
**Cc:** Corbett, Krysti[Corbett.Krysti@epa.gov]; Parker, Gary[parker.gary@epa.gov]; Loretta Hunt[Hunt.Loretta@epa.gov]; Carpenter, Wesley[Carpenter.Wesley@epa.gov]; Gray, Linda[gray.linda@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Fri 5/26/2017 1:30:49 PM  
**Subject:** FW: SSC Schedule  
DraftSSC Schedule V-V May2017 .docx

FYI—Loretta and I updated the schedule and it is def compressed. Please take a look. Scared to share it with the SSCs LOL! Do you think workable? Thanks!

**From:** Hunt, Loretta  
**Sent:** Thursday, May 25, 2017 6:38 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: SSC Schedule

My stab at the timeline

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Hart, Debbi  
**Sent:** Thursday, May 25, 2017 5:28 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** SSC Schedule

**Importance:** High

Uh oh! Should've provided official notice in April! LOL

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**To:** McNeal, Detha[McNeal.Detha@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]  
**Cc:** Hart, Debbi[Hart.Debbi@epa.gov]  
**From:** Schulman, Marvin  
**Sent:** Fri 6/16/2017 9:10:49 PM  
**Subject:** RE: V-V Submission w/MS Edits

Debbi, Loretta & Detha -

We had problems with OA's numbers that just now got corrected (its " " not " ")

Since the version that was attached to this email was the latest version, I took my revised business case for OA and substituted that text for what had been in here, and saved it on our SP site with (Post OA) added to the end of the file name...Didn't see any sense in sending it to Debbi to upload those changes.

Jason already knows its " "

me

**From:** McNeal, Detha  
**Sent:** Friday, June 16, 2017 4:14 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>  
**Subject:** RE: V-V Submission w/MS Edits

Done.

**From:** Hunt, Loretta  
**Sent:** Friday, June 16, 2017 4:05 PM  
**To:** McNeal, Detha <McNeal.Detha@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>  
**Subject:** Fw: V-V Submission w/MS Edits  
**Importance:** High

Detha, please insert your edits into this version. This is the latest version that captures Debbi and Marvin's changes. Thanks.

---

**From:** Hart, Debbi  
**Sent:** Friday, June 16, 2017 3:55 PM  
**To:** Hunt, Loretta  
**Subject:** RE: V-V Submission w/MS Edits

Here you go!

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Schulman, Marvin  
**Sent:** Friday, June 16, 2017 2:42 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** V-V Submission w/MS Edits  
**Importance:** High

Is attached

Where I struck out material, I added a comment on the side, so you'd know why

Questions? – Let me know

Marvin

(202) 564-7778

**To:** Hart, Debbi[Hart.Debbi@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; Kuhns, Jason[Kuhns.Jason@epa.gov]; McNeal, Detha[McNeal.Detha@epa.gov]; Parker, Gary[parker.gary@epa.gov]  
**From:** Schulman, Marvin  
**Sent:** Fri 6/16/2017 9:02:55 PM  
**Subject:** FW: Final Edited AO VV Submission  
AO VERA VISA Business Case 2 FINAL.docx



AO VV Estimated Savings Table Final v2.xlsx






AO Approved Targeted Positions Template-Final2.xlsx

OK...this is OA's FINAL JEOPARDY ABSWER –



**From:** Lesperance, Twanna  
**Sent:** Friday, June 16, 2017 5:01 PM  
**To:** Schulman, Marvin <Schulman.Marvin@epa.gov>  
**Cc:** Allen, Reginald <Allen.Reginald@epa.gov>  
**Subject:** Final Edited AO VV Submission

Hello Marvin,

Per your request, attached is the corrected AO VERA/VISP submission. This version of the submission reflects a modification to add a 0301 Staff Assistant at the GS-12 level to the Office of Small and Disadvantaged Business Utilization. With this change, AO is offering a total of positions;  for restructure and  for elimination. 

Please let me know if you need any additional information from me.

Thanks,

Twanna



***Twanna Lesperance, Assistant Director, AMS, PMO***

***Office of Administrative and Executive Services***

***Office of the Administrator, EPA***

***202-564-0419 (Desk)***

***[lesperance.twanna@epa.gov](mailto:lesperance.twanna@epa.gov)***

Message

---

**From:** Schulman, Marvin [Schulman.Marvin@epa.gov]  
**Sent:** 6/16/2017 8:45:30 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** revised business case text fr OA

**Importance:** High

Debbi – Here is the revised business case text fr OA

## Business Case

The Office of the Administrator over the course of many years has become one of the most highly graded organizations in the agency. As part of our strategic vision, we will continue to evaluate how well AO's organizational structure and staffing meets the agency's needs; ensuring that AO operates efficiently and effectively. Consequently, AO requests to:

# Ex. 5 - Deliberative Process

Information Required for VERA and VSIP Requests

# Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

VSIP-Specific Information

## Ex. 5 - Deliberative Process

VERA-Specific Information

## Ex. 5 - Deliberative Process

Budget Information

Table A – Direct Costs for VERA/VSIP	
# of Targeted Positions for VSIP x \$25,000	Ex. 5 - Deliberative Process

Annual Leave Pay Out for # of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool \$64.09 x 240 x 65 of Targeted Positions}	Ex. 5 - Deliberative Process	
Total Maximum Direct Costs		

Table B – Estimated Savings for FY 2018 through FY 2019		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost	Ex. 5 - Deliberative Process	
B. VERA/ VSIP Payout Cost		
C. Leave Payout Cost		
D. Post VERA/VSIP Annual Payroll Cost		
E. Payroll for # New Hires (GS 7,9,11) \$28.35 x 2080 x 64 of Targeted Positions		
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)		
G. Pre-VERA/VSIP Annual WCF Cost		
H. Post VERA/VSIP Annual WCF Cost		
I. WCF for # New Hires		
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)		
Projected Savings with VERA/VSIP (F + J)		

Marvin  
(202) 564-7778

**To:** Hart, Debbi[Hart.Debbi@epa.gov]  
**From:** Parker, Gary  
**Sent:** Mon 5/22/2017 6:36:40 PM  
**Subject:** Perm Personnel

Debbi,

I've deduced that the perm personnel count on the V/V sheet is inclusive of OIG. Using Jason's dashboard tool, if I take OIG out of the mix, the EPA perm personnel is 14,747.

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) 202-253-7099

**To:** Hart, Debbi[Hart.Debbi@epa.gov]  
**From:** Hunt, Loretta  
**Sent:** Thur 3/2/2017 7:22:47 PM  
**Subject:** RE: Consultation...

Seems reasonable because we have to manage expectations.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: hunt.loretta@epa.gov

-----Original Message-----

From: Hart, Debbi  
Sent: Thursday, March 02, 2017 2:15 PM  
To: Hunt, Loretta <Hunt.Loretta@epa.gov>  
Subject: FW: Consultation...

FYI-- this is what I sent earlier which apparently satisfied them. Thoughts? D

-----Original Message-----

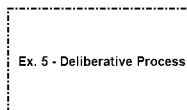
From: Hart, Debbi  
Sent: Thursday, March 02, 2017 10:49 AM  
To: Showman, John <Showman.John@epa.gov>  
Subject: RE: Consultation...

So for round 1 V/V we targeted  positions but the max number to be approved was  The total departures were  which is % of what was targeted and % of what we agreed to approve.

For round 2 V/V we targeted  positions and the max number for approval was  Total departures were % of the targeted number and % of what we agreed to approve.)

So estimating what our total departures will be is tough bc we don't know yet exactly what we are targeting. If we target the entire agency we can estimate conservatively that % would depart which equals ~ This is a WAG bc retirement eligibility is not factored in here. I'll call you to discuss.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
hart.debbi@epa.gov



\*\*\*\*\*

-----Original Message-----

From: Showman, John  
Sent: Thursday, March 02, 2017 9:54 AM  
To: Hart, Debbi <Hart.Debbi@epa.gov>  
Subject: FW: Consultation...

CALL ME .... 564-5341


-----Original Message-----

From: Terris, Carol

Sent: Thursday, March 02, 2017 9:52 AM

To: Showman, John <Showman.John@epa.gov>

Subject: Consultation...

>  
> OMB has asked about assumptions on FTE in 2018  
>  
> I m thinking maybe  vera vsip?  
> More have thought about it, more are closer to retirement age...  
>  
> Too high?  
>  
> Your thoughts ? Left you a voicemail as well  
>  
> Many thanks!  
  
> Sent from my iPhone

## Voluntary Early Retirement Authority (VERA) Checklist

Requesting Agency: \_\_\_\_\_

Components covered: \_\_\_\_\_

Date of request: \_\_\_\_\_ Date received: \_\_\_\_\_

1. [ FORMCHECKBOX ] Request is signed by the head of the agency or by a specific designee with delegated authority.
2. [ FORMCHECKBOX ] Request identifies the agency or organization unit(s) for which authority is requested.
3. [ FORMCHECKBOX ] Request shows the time period for which voluntary early retirement authority (VERA) is requested.

The period is: \_\_\_\_\_ (i.e., the authority end date).

4. [ FORMCHECKBOX ] Request clearly states reason why the authority is needed:

[ FORMCHECKBOX ] a. Detailed summary of the agency's personnel and/or budgetary situation. (Not solely based on anticipated or projected funding reductions).

[ FORMCHECKBOX ] b. Summary shows the agency's situation will result in an excess of personnel due to a need to

substantially delay or reshape its workforce by \_\_\_\_\_.

[ FORMCHECKBOX ] c. Summary shows the agency's situation will result in an excess of personnel because of a major

reduction in force, major reorganization, or major transfer of function by \_\_\_\_\_.

[ FORMCHECKBOX ] d. Summary shows the date when the agency expects to involuntarily separate employees as a result

of the major RIF, major reorganization, or major transfer of function.

The date is: \_\_\_\_\_

5. [ FORMCHECKBOX ] Reason for the request is adequate. It is based on:

\_\_\_\_\_  
6. [ FORMCHECKBOX ] Request includes the total number of non-temporary employees in the organization(s) for which VERA is requested. The number is: \_\_\_\_\_

7. [ FORMCHECKBOX ] Request includes the number of #4b above that will be excess or surplus due to a need to substantially delay or reshape the workforce. The number is: \_\_\_\_\_

8. [ FORMCHECKBOX ] Request includes the number of #4c above that will be involuntarily separated or downgraded. The number is: \_\_\_\_\_

9. [ FORMCHECKBOX ] Request includes the total number of employees in the agency/organization who are eligible for early retirement. The number is: \_\_\_\_\_

10. [ FORMCHECKBOX ] Request includes an estimate of the total number of employees in the agency/organization who are expected to take early retirement. The number is: \_\_\_\_\_

11. [ FORMCHECKBOX ] Reports are up to date (if applicable).



**Analysis:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

☐ **Recommended**    ☐ **Not recommended**

☐ **Approved**            ☐ **Disapproved**

**Authorization Number Assigned:** \_\_\_\_\_

**August 2011**

## Voluntary Separation Incentive Payment (VSIP) Checklist

Requesting Agency: \_\_\_\_\_

Components covered: \_\_\_\_\_

Date of request: \_\_\_\_\_ Date received: \_\_\_\_\_

The intended use of a VSIP: (Not solely based on proposed or anticipated budget cuts). Example: If for reshaping, explain the skills imbalances or gaps between the current positions and the new positions that the agency is trying to address by incentivizing voluntary separations.

The agency's request includes a: [ FORMCHECKBOX ] VSIP Implementation Plan [ FORMCHECKBOX ] Human Capital Plan

1. [ FORMCHECKBOX ] Request is signed by the head of the agency or by a specific designee with delegated authority.
2. [ FORMCHECKBOX ] Identification of specific positions and functions to be reduced or eliminated, identified by  
organizational unit, geographic location, occupational category, grade level and any other factors. (Could include positions to be restructured after vacated by VERA and/or VSIP). Explain how the identified positions relate to the reshaping request.
3. [ FORMCHECKBOX ] A description of the categories of employees who will be offered incentives identified by  
organization unit or geographic location, occupational category, grade level and any other factors.
4. [ FORMCHECKBOX ] The time period during which incentives may be paid: Effective date (i.e., the requested authority  
end date).
5. [ FORMCHECKBOX ] The number and maximum amounts of voluntary separation incentive payments to be offered.  
Number to be offered: \_\_\_\_\_ a maximum amount to be paid \$ \_\_\_\_\_
6. [ FORMCHECKBOX ] Description of how the agency will operate without the eliminated positions or with the restructured  
positions, as appropriate.
7. [ FORMCHECKBOX ] Proposed organizational chart displaying the expected changes in the agency's  
organizational  
structure after the agency has completed the incentive payments.
8. [ FORMCHECKBOX ] If the agency has requested VERA, an explanation of how that authority will be  
used in  
conjunction with VSIP.
9. [ FORMCHECKBOX ] If the agency is offering separation incentives under other statutory authority, a  
description of how  
that authority is being used.
10. [ FORMCHECKBOX ] Reports are up to date: \_\_\_\_\_
11. [ FORMCHECKBOX ] The plan is: [ FORMCHECKBOX ] viable: [ FORMCHECKBOX ]  
deficient:

Authorization Number Assigned: \_\_\_\_\_

August 2011

12. The following item(s) above is/are deficient: \_\_\_\_\_

**Analysis:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

☐ **Recommended**    ☐ **Not Recommended**

**OMB Concurrence Requested:** \_\_\_\_\_ **OMB Concurrence Received:** \_\_\_\_\_

**Authorization Number Assigned:** \_\_\_\_\_

**August 2011**

Message

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**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 7/20/2017 4:52:21 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: Request (invitation) for staff to please come to staff meeting

This seems to be an SSC topic???

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**From:** Hart, Debbi  
**Sent:** Thursday, July 20, 2017 12:51 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** FW: Request (invitation) for staff to please come to staff meeting

Please see below. Should we be entertaining these requests?

---

**From:** Johnston, Khanna  
**Sent:** Thursday, July 20, 2017 12:47 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Zarba, Christopher <Zarba.Christopher@epa.gov>  
**Subject:** FW: Request (invitation) for staff to please come to staff meeting

Hi Debbi,  
Just reaching out again, was hoping we could ask you to a future staff meeting or whatever works best for you?  
Thank you, khanna

---

**From:** Johnston, Khanna  
**Sent:** Tuesday, July 18, 2017 12:48 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Request (invitation) for staff to please come to staff meeting

Debbi,  
Chris Zarba asked if I would please reach out to you and ask if you or staff would kindly be willing to come to the next SAB staff meeting. At our weekly staff meeting today, a few staff had questions about Vera/Vsip and how to factor in their concerns with respect to the press re: new Bill being proposed in the House that "MAY" make changes or is proposing changes. While Chris and I tried to explain the new bill is a proposal, and explained no one can answer those type of questions, he promised to get the right people in the room to do a 10 minute or 15 min presentation on the types of things staff should be thinking about in order to make an informed decision.

We were told by Chris Robbins you were the most knowledgeable and the best to come in and help answer these types of questions and explain, there are some things we can't answer...

Would you be willing to come to the next staff meeting, or whenever is convenient to chat with our staff for 10-15min? We have 16 FTEs, and approximately [ ] eligible for V/V but the fears the new bills are feeding is what is stemming questions. Our staff meetings are Tuesday's at 10am.

Thank you kindly,  
khanna

\*\*\*\*\*

Khanna Johnston, Acting Deputy Director I Science Advisory Board I U.S. Environmental Protection Agency  
1200 Pennsylvania Ave, NW (MC-1400R) I Washington DC 20460 I work 202.564.2820




Message

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**From:** Kuhns, Jason [Kuhns.Jason@epa.gov]  
**Sent:** 5/19/2017 5:18:04 PM  
**To:** Lane, Vicki [Lane.Vicki@epa.gov]  
**CC:** Parker, Gary [parker.gary@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: V/V: Can you please help--  
**Attachments:** R5 Targeted Positions Example.xlsx; Region 9 Targeted Positions.xlsx

Vicki,

Attached is an unlocked Region 9 template and the example created by Region 5 with division/office information.

If you would prefer the unlock the template you have, the password is 

Thanks,

Jason Kuhns

U.S. Environmental Protection Agency

Office of Human Resources

202-564-3236

kuhns.jason@epa.gov

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**From:** Hart, Debbi  
**Sent:** Friday, May 19, 2017 12:59 PM  
**To:** Kuhns, Jason <Kuhns.Jason@epa.gov>  
**Cc:** Parker, Gary <parker.gary@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>  
**Subject:** V/V: Can you please help--  
**Importance:** High

Vicki needs the instructions for unlocking the targeted positions template. And can you please forward her the example modified template that R5 developed? THANKS!

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Message

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**From:** Brincks, Mike [brincks.mike@epa.gov]  
**Sent:** 5/24/2017 5:42:41 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**CC:** Vizian, Donna [Vizian.Donna@epa.gov]; Krehbiel, Ben [Krehbiel.Ben@epa.gov]; Chu, Ed [Chu.Ed@epa.gov];  
Flourney, Karen [Flourney.Karen@epa.gov]  
**Subject:** R7's VV submittal  
**Attachments:** R7-VV-BusinessCase-Final.docx; R7 Targeted Positions.xlsx; R7OrgChart-May2017-Current.pptx

Hi Debbi,

R7's VV package attached.

If you have any questions on the specifics, please contact my Deputy, Ben Krehbiel (913-551-7106) or me.

Thanks,

Mike



**Mike Brincks**

Assistant Regional Administrator  
Office of Policy & Management  
US Environmental Protection Agency, Region 7  
11201 Renner Boulevard  
Lenexa, KS 66219  
Office: 913-551-7799  
brincks.mike@epa.gov

Message

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**From:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**Sent:** 4/14/2017 3:11:58 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: EPA Workforce Reshaping Information  
**Attachments:** V-V Business Case Checklist April2017final LH.docx

Lynnann Hitchens  
Acting Director, Office of Resources, Operations and Management  
Office of Administration and Resources Management  
P: 202-564-3184  
M: 202-617-0738

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**From:** Hart, Debbi  
**Sent:** Friday, April 14, 2017 9:16 AM  
**To:** Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
**Subject:** EPA Workforce Reshaping Information

Thanks for reviewing! Really want to make sure all instructions are clear. Gary is adding some last minute edits to the Targeted Positions Template so I will send it over as soon as it is complete. Otherwise, this should be the full package. I'm going to be adding a list of all the attachments with a brief description of what they are and can be used for. Please let me know your thoughts. THANKS AGAIN!

\*\*\*\*\*

Greetings EPA Colleagues-

As previously discussed, please find attached VERA/VSIP materials intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (i.e., VERA/VSIP Overview PowerPoint, Guiding Questions, Example Theme and Justifications, VERA and VSIP Guides from OPM).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 15, 2017**.

- Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Checklist)
- Completed Targeted Positions Template
- Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606.



## VERA/VSIP Checklist

Region or Program Office: \_\_\_\_\_

### Business Case

A brief, two-page summary that describes the circumstances leading to the request (e.g., change in Administrator priorities, de-emphasis of specific programs). Your business case must include a detailed summary of the program/region personnel and/or budgetary situation that will result in an excess of personnel due to workforce restructuring or reshaping. Example themes and justifications from past VERA/VSIP efforts are included in a separate file.

### Information Required for VERA and VSIP Requests

- Identification of specific positions and functions to be reduced or eliminated (identified by organizational unit, geographic location, occupational category, grade level and any other factors related to the position). \*
- A one paragraph description of how the program/region will operate without the eliminated/restructured positions.
- A one paragraph explanation of how VSIP will be used in conjunction with VERA.

### VSIP-Specific Information

- A description of the categories of employees who will be offered VSIP (identified by organizational unit, geographic location, occupational category, grade level and any other factors such as skills and knowledge, or retirement eligibility). \*
- The number and maximum amounts of voluntary separation incentive payments to be offered (i.e., approved). \*
- A proposed organizational chart displaying the expected changes in the agency's organizational structure after the agency has completed the incentive payments.

### VERA-Specific Information

- Provide the total number of non-temporary employees in the agency or component of the agency undergoing change. \*
- Provide the total number of non-temporary employees in the program/region who may be involuntarily separated, downgraded, transferred, or reassigned as a result of the situation.
- Verify the total number of employees in the agency/organization who are eligible for early retirement. Exclude all employees who are eligible for optional retirement. \*
- Include this statement: "The estimate of the total number of employees in the agency/organization who are expected to take early retirement is \_\_\_\_\_."
- Provide a description of the types of personnel actions anticipated as a result of the program/region's need for VERA (e.g., details, reassignments, etc.). This information need not be comprehensive. It should, however, be detailed enough to show how VERA will assist you in accomplishing your restructuring, reshaping, and/or downsizing plans—and the personnel actions you expect to take in concert with VERA to accomplish your goals.

\* Data must also be captured in the Targeted Positions Template Excel spreadsheet sent to programs/regions

Budget Information

<b>Table A – Direct Costs for VERA/VSIP</b>	
# of Targeted Positions for VSIP x \$25,000	\$ Amount
Annual Leave Pay Out for # of Targeted Positions for VERA, Optional Retirement or Resignation {Hourly rate based on the average grade and step of the targeted pool x 240 x # of Targeted Positions}	\$ Amount
<b>Total Maximum Direct Costs</b>	\$ Sum

<b>Table B – Estimated Savings for FY 2018 through FY 2019</b>		
	FY 2018 Estimate	FY 2019 Estimate
A. Pre-VERA/VSIP Annual Payroll Cost		
B. VERA/ VSIP Payout Cost		
C. Leave Payout Cost		
D. Post VERA/VSIP Annual Payroll Cost		
E. Payroll for # New Hires		
F. Payroll Savings for # VERA/VSIP Targeted Positions (F = A – B – C – D - E)		
G. Pre-VERA/VSIP Annual WCF Cost		
H. Post VERA/VSIP Annual WCF Cost		
I. WCF for # New Hires		
J. WCF Savings for # VERA/VSIP Targeted Positions (J = G – H – I)		
<b>Projected Savings with VERA/VSIP (F + J)</b>		

\* Data must also be captured in the Targeted Positions Template Excel spreadsheet sent to programs/regions

Message

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**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 4/26/2017 5:33:07 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** FW: Region 9's Draft Early Out, Buyout Survey  
**Attachments:** R9 VERA-VSIP (Earlyout-Buyout) Survey.docx

????? Do we really want a survey ???

---

**From:** Lane, Vicki  
**Sent:** Wednesday, April 26, 2017 1:11 PM  
**To:** Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** McIlwain, Serena <McIlwain.Serena@epa.gov>; Angelich, Michelle <Angelich.Michelle@epa.gov>  
**Subject:** Region 9's Draft Early Out, Buyout Survey

Hi John and Debbi,  
Serena said you were interesting in Region 9's survey.  
Regards, Vicki J. Lane  
Human Resources Officer, Region 9  
U.S. Environmental Protection Agency  
75 Hawthorne Street, Mail Code: EMD-2  
San Francisco, CA 94105  
Email: [lane.vicki@epa.gov](mailto:lane.vicki@epa.gov)  
Phone: 415-972-3827

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/19/2017 5:11:36 PM  
**To:** Lane, Vicki [Lane.Vicki@epa.gov]  
**CC:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** RE: Question about internal merit promotion and safe positions

Don't worry about completing this. OPM updated their template but the info we are requesting captures all that is needed for our submittal.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

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**From:** Lane, Vicki  
**Sent:** Friday, May 19, 2017 1:06 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** FW: Question about internal merit promotion and safe positions

FYI

---

**From:** Shanahan, Katherine  
**Sent:** Thursday, May 18, 2017 7:12 PM  
**To:** Pastalove, Barbara <[Pastalove.Barbara@epa.gov](mailto:Pastalove.Barbara@epa.gov)>; Rubel, Robert <[Rubel.Robert@epa.gov](mailto:Rubel.Robert@epa.gov)>; McManus, Catharine <[mcmmanus.catharine@epa.gov](mailto:mcmmanus.catharine@epa.gov)>; Schwartz, Barbara <[Schwartz.Barbara@epa.gov](mailto:Schwartz.Barbara@epa.gov)>; Breneman, Sara <[breneman.sara@epa.gov](mailto:breneman.sara@epa.gov)>; Rodriguez, Ray <[Rodriguez.Ray@epa.gov](mailto:Rodriguez.Ray@epa.gov)>; Price, Patricia <[price.patricia@epa.gov](mailto:price.patricia@epa.gov)>; Fowler, Joshua <[Fowler.Joshua@epa.gov](mailto:Fowler.Joshua@epa.gov)>; Lane, Vicki <[Lane.Vicki@epa.gov](mailto:Lane.Vicki@epa.gov)>; Barber, Anthony <[Barber.Anthony@epa.gov](mailto:Barber.Anthony@epa.gov)>; Atkinson, Ryan <[Atkinson.Ryan@epa.gov](mailto:Atkinson.Ryan@epa.gov)>; Taylor, Jeremy <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>; Engebretson, Lizabeth <[Engebretson.Lizabeth@epa.gov](mailto:Engebretson.Lizabeth@epa.gov)>  
**Subject:** Question about internal merit promotion and safe positions

Hi Folks

On today's call, Vicki inquired as to how the template we are completing fit with the message that came out a week ago that had an OPM template attached to it. At the time it came up, I could not place the template to which Vicki was referring. In checking after the call, I found this. In case some of you have not seen it, I am sending to all who were on the call.

As background, on the RA call I referenced during our call today, one of the ARA's asked about how a saved position could be filled (see below). Loretta and Debi were also on the call. John said they would check though the question that had been posed. When he provided the answer, he also attached a copy of the template that the Agency is going to have to fill out to help support the answer which he was providing. This is not a template we complete but the information that Loretta and Debi are gathering from us will assist them in completing it. Hope that helps anyone who has not seen this and thanks for raising it Vicki.

Kathie

---

**From:** Showman, John  
**Sent:** Thursday, May 11, 2017 5:25 PM  
**To:** ARA <ARA@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hitchens, Lynnann <hitchens.lynnann@epa.gov>  
**Subject:** Question about internal merit promotion and safe positions

At the ARA call earlier this week, there was a question if vacated “safe positions” could be competed.

OPM’s revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

*The agency’s targeted population chart, “. . . may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)*

The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a “safe position” since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Please let Debbi, Loretta or me know if you have further questions. Thanks.

John L Showman III, Acting Principal Deputy Assistant Administrator  
Office of Administration and Resources Management  
US Environmental Protection Agency  
202-564-5341

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**Sent:** Tuesday, May 09, 2017 1:30 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** Question about internal merit promotion and safe positions

Loretta,

The question today was whether or not a given organization with 100 employees could designate 90 as safe and offer a maximum of 10 VERA/VSIPs to their entire organization. At the end of the VERA/VSIP 10 employees have accepted 10 offers and left. Could the organization utilize a combination of reassignments and internal merit promotions to ensure that all 90 safe positions were filled? The organization would, of course, follow merit system principles and select the

best qualified candidate from an appropriate source for any merit promotions, but would continue to utilize reassignments until the 90 safe positions were occupied and the 10 VERA/VSIP offered positions were eliminated or restructured in accordance with their VERA/VSIP proposal.

The above question is important to have a shared understanding on. There may be regions that need this question addressed now in order to participate in this round (and Nancy may have more information on that). If you don't want to reach out to OPM with this question at this time, perhaps interested programs/regions could include a very transparent description of what they are doing in their VERA/VSIP write up. Actually saying they plan to fill their safe positions through whatever they plan on doing, such as reassignment, reassignment after qualification standards are met via details, modifying qualification standards, and merit promotions. OPM/OMB could then approve or disapprove that language in the VERA/VSIP proposal—ultimately answering the question.

Message

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/9/2017 9:17:43 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: Potential V/V Themes

Can you please update the chart? I want you to have the master. ☺

**From:** Hart, Debbi  
**Sent:** Tuesday, May 09, 2017 4:50 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** RE: Potential V/V Themes

LOL—if OGC provided more than a paragraph we probably wouldn't need to interpret so hard! I KNEW someone would take issue with how their themes were categorized. So despite the extra effort and time to confirm... We can move his X in the chart.

**From:** Vizian, Donna  
**Sent:** Tuesday, May 09, 2017 3:04 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** FW: Potential V/V Themes

**From:** Minoli, Kevin  
**Sent:** Tuesday, May 09, 2017 1:56 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Packard, Elise <Packard.Elise@epa.gov>  
**Subject:** RE: Potential V/V Themes

Hi Donna- I'm not sure it is worth noting, but I do not think the chart below captures what we are thinking. We described our theme as: The Office of General Counsel would reshape its workforce by eliminating obsolete positions and consolidating skills. While folks may have interpreted that to mean

**Ex. 5 - Deliberative Process**

## Ex. 5 - Deliberative Process

**Ex. 5 - Deliberative Process**

but wanted to pass my thoughts along as I will not be able to join the meeting tomorrow. Thanks, Kevin

Kevin S. Minoli  
Acting General Counsel  
Office of General Counsel  
US Environmental Protection Agency  
Main Office Line: 202-564-8040

**From:** Vizian, Donna  
**Sent:** Monday, May 08, 2017 6:27 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
**Subject:** Potential V/V Themes

Hi Everyone – hot off the press, attached are the proposals send in by each office. Also, below is a summary.

Themes	R9	OA	OAR	OARM	OEI	OITA	OECA	OLEM	OCSP	OW	OGC	ORD	OCFO
Delaying (increasing supervisor to staff ratio)	<div> <div>Ex. 5 - Deliberative Process</div> </div>												
Consolidate or reduce administrative or support functions													
Restructure or reduce highly graded non-supervisory positions													
Restructure to focus on core business functions (administrative support)													
Restructure to focus on STEM/programmatic priorities													
Restructure supervisory positions													
Consolidate and streamline functions/activities/reduce number of programs													



Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/23/2017 8:45:22 PM  
**To:** OHR PMOs [OHR\_PMOs@epa.gov]; RHRO [RHRO@epa.gov]  
**CC:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Showman, John [Showman.John@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** FW: EPA Workforce Reshaping Information  
**Attachments:** Targeted Positions Template .xlsx; V-V Business Case Checklist April2017final.docx; VERA- VSIP FAQ's Managers .pdf  
**Importance:** High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)
2. **Completed Targeted Positions Template for your office** (Excel file attached; remember that if you are identifying safe positions they should be noted with an asterisk (\*) in the targeted positions template; please see the attached FAQs for more details on safe positions)
3. **Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; org charts should go down to the appropriate level to illustrate the organization's current and proposed organization)

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

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**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Subject:** EPA Workforce Reshaping Information

**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

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3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

List of Attachments

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4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

---

**From:** Lindsay, Nancy [Lindsay.Nancy@epa.gov]  
**Sent:** 5/25/2017 1:05:56 AM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**CC:** Pirzadeh, Michelle [Pirzadeh.Michelle@epa.gov]; Opalski, Dan [Opalski.Dan@epa.gov]; Barber, Anthony [Barber.Anthony@epa.gov]; Dalrymple, Anne [Dalrymple.Anne@epa.gov]; Harmon, Russell [Harmon.Russell@epa.gov]  
**Subject:** Region 10 VERA VSIP Business Case  
**Attachments:** R10 Targeted Positions.xlsx; ATT00001.htm; VV Tables.docx; ATT00002.htm; Region 10 Business Case for VERA VSIP 5\_24\_2017.docx; ATT00003.htm

Debi,

Attached please find Region 10's business case for the agency's VERA/VSIP. We appreciate the opportunity to participate. If you need any additional information, please contact Region 10's Acting HCO, Tony Barber, at (503) 326-6890.

Thank you,

Nancy Lindsay  
R10 ARA

Message

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**From:** Lane, Vicki [Lane.Vicki@epa.gov]  
**Sent:** 5/25/2017 12:29:44 AM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**CC:** Strauss, Alexis [Strauss.Alexis@epa.gov]; Jordan, Deborah [Jordan.Deborah@epa.gov]; McIlwain, Serena [McIlwain.Serena@epa.gov]  
**Subject:** R9 FY17 VERA/VSIP Submittals  
**Attachments:** R9 V-V Business Case 5-24-17.docx; R9 FY17 VERA-VSIP Reorg Charts.pdf; Region 9 Targeted Positions.xlsx

Hi Debbi,

Attached is Region 9's VV Business Case, reorganization charts, and the targeted positions spreadsheet. Please let me know if you have any questions or need any additional information.

Regards, Vicki J. Lane  
Human Resources Officer, Region 9  
U.S. Environmental Protection Agency  
75 Hawthorne Street, Mail Code: EMD-2  
San Francisco, CA 94105  
Email: [lane.vicki@epa.gov](mailto:lane.vicki@epa.gov)  
Phone: 415-972-3827

Message

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/9/2017 7:26:59 PM  
**To:** Smith, Susan [Smith.Susan@epa.gov]  
**CC:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** RE: Answers to ARA & HR Community V-V Questions

Hello Susan!

To answer your question, yes. The more specificity the better as it will minimize clarifying questions from us or OPM/OMB later. Thursday is a better day for me to discuss your additional questions. I would include Loretta too on the invite as she is the real V/V subject matter expert! Thank-- look forward to chatting. Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Smith, Susan  
**Sent:** Tuesday, May 09, 2017 8:31 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** FW: Answers to ARA & HR Community V-V Questions

Dear Debbi –

This is great, thanks! Another question, on the chart it only specifies by office, location, series and grade. Do we need to provide office-specific numbers e.g., one for OLEM's Office of Resource Conservation and Recovery and one for OLEM's Office of Superfund Remediation and Technology Innovation if they are both in Arlington, VA?? Also have some more questions about the "safe position" concept. Would you and Loretta have some time to meet with me on Wednesday or Thursday morning?? THANKS!!

Susan

**From:** Carpenter, Wesley  
**Sent:** Monday, May 8, 2017 3:01 PM  
**To:** ARA <ARA@epa.gov>  
**Cc:** OHR PMOs <OHR\_PMOs@epa.gov>; RHRO <RHRO@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** Answers to ARA & HR Community V-V Questions

ARAs:

This is a follow-up to answer some V-V questions the HR Community and you posed to OARM recently, which are provided below.

1. **Question:** What format should offices use for the org charts?

**Answer:** PowerPoint. The org charts should go down to the appropriate level to illustrate the organization's current and proposed organization.

2. **Question:** Does an organization need to submit a proposed PD up front if a targeted position is going to be restructured but will remain the same series and grade (or FPL)?

**Answer:** No. The program must provide details about the proposed changes to the position in the business case. It is the agency's responsibility to ensure proper restructuring of the position takes place.

3. **Question:** What is a "safe position" as mentioned in OPM's VERA and VSIP guidance?

**Answer:** A safe position is a position that isn't specifically targeted for elimination or restructuring but would allow for the placement of another employee who's targeted position would be eliminated or restructured if vacated under V-V. Basically, it's a flexibility that allows the agency to cast a wide net to encourage voluntary attrition while still meeting the elimination/restructuring requirements of the V-V authorities. Of course, this option assumes the employees who remain would meet the qualifications for the safe positions. The organization's business case must identify and explain any "safe position" plans.

*Example*

The organization needs to eliminate and/or restructure five, GS-343-11/12 positions in Division A: Branches B and C. The manager offers V-V to all GS-343-11/12 positions in the organization. Five people across the organization accept V-V and separate. Division A then reassigns any surplus employees remaining in Branches B and C and eliminates/restructures five positions.

Please contact Debbi Hart or Loretta Hunt if you have any other V-V questions. Thanks.

Wesley J. Carpenter  
Deputy Director, EPA's Office of Human Resources  
Tel. No.: 202-564-2019  
Cell Phone: 202-497-4392  
E-mail: [carpenter.wesley@epa.gov](mailto:carpenter.wesley@epa.gov)

Message

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**From:** Mahoney, Michael J [Mike.Mahoney@opm.gov]  
**Sent:** 4/21/2017 8:41:52 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** Re: V-V "safe positions" [WARNING: DKIM validation failed]

Hi Debbi,

I'll digest this and circle back with you next week.

Sure, we can talk if you prefer/think that will help

-Mike

Sent from my iPhone

On Apr 21, 2017, at 4:05 PM, Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)> wrote:

Mike-

Per my v-mail messages, please see the scenarios below. Also, we would like to hear from you on whether OPM will need to see restructured PDs (for positions maintaining the same series and grade but the duties significantly change) along with the VERA/VSIP submittal to you. We are concerned that we may not have all PDs reclassified timely. Any chance Loretta and I could discuss all of this with you? Thanks in advance. Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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**From:** Hunt, Loretta  
**Sent:** Thursday, April 20, 2017 5:16 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** V-V "safe positions"

Both the VERA and VSIP Guides state:

“ . . . the agency may also offer VSIP (or VERA) to employees in safe positions that could then provide placement opportunities for employees holding surplus positions.”

In your response to Mr. Arron Helm on 4/7/17, you stated this is only applicable if the *safe position* will be restructured. However, this seems a bit contradictory since the *safe position* isn't really being targeted for restructuring or downsizing but to allow for the possible placement of the surplus position.

We'd like to discuss the following scenarios that don't involve restructured positions:

Scenario 1

The organization needs to eliminate five, GS-11/12 343 positions in Division A: Branches B and C. The manager offers V-V to all GS-11/12 343 positions in the organization. Five people across the organization accept V-V and separate. Division A then reassigns any surplus employees remaining in Branches B and C and eliminates five positions.

Scenario 2

Employee 1 is in a targeted position but does not want to take V-V. Employee 2 is not in a targeted position but would gladly take the V-V. They are the same grade/same or similar series (i.e., either one could qualify for the other's position). The employees are swapped. Employee 2 receives the V-V, separates and the position is eliminated. Employee 1 continues on in his new position.

Our past experience with V-V is that such situations are allowed. Please advise as we want to ensure we are providing correct guidance to our customers.

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]  
**Sent:** Friday, April 07, 2017 11:15 AM  
**To:** Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>  
**Subject:** Fwd: Questions from EPA [WARNING: DKIM validation failed]

Arron

Thanks for the questions...

The answer to your first question is...it depends on how your agency describes what it intends to do with the VERA-covered 'safe positions'. If you intend to restructure the position, or fill it at a lower grade level, this can work. If your agency intends to abolish the VERA-covered 'safe positions' then you can't do this because there would be no position to move employees into.

The answer to your second question is...yes, just notice and appeal rights (because everyone in your scenario everyone will be affected or treated equally).

I hope this helps...

-Mike

Sent from my iPad



On Mar 31, 2017, at 9:05 AM, "Reinhold, Mark D" <[Mark.Reinhold@opm.gov](mailto:Mark.Reinhold@opm.gov)> wrote:

Could someone please respond to these questions from EPA? Please email responses to [helm.arron@epa.gov](mailto:helm.arron@epa.gov)

1. OPM's guidance states: "Besides providing an incentive for employees to voluntarily retire or resign to avoid potential reduction in force actions, the agency may also offer VERA to employees in safe positions that could then provide placement opportunities for employees occupying surplus positions."

#### **Ex. 5 - Deliberative Process**

### **Ex. 5 - Deliberative Process**

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2. Administrative Furloughs of greater than 22 work days (30 days): When all employees in a competitive area are subject to a furlough of this length and for the same number of days, what does it mean to "apply RIF procedures"? Is it merely the fact that the agency would have to follow the notice requirements and provide the appeal rights described in 351?

Mark Reinhold  
*Associate Director, Employee Services*  
*and Chief Human Capital Officer*  
[mark.reinhold@opm.gov](mailto:mark.reinhold@opm.gov)

*To schedule a meeting, please contact Redmond Merrell on (202) 606-2520.*

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/25/2017 4:09:08 PM  
**To:** Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: R9 FY17 VERA/VSIP Submittals  
**Attachments:** R9 V-V Business Case 5-24-17.docx; R9 FY17 VERA-VSIP Reorg Charts.pdf; Region 9 Targeted Positions.xlsx

#15

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**From:** Lane, Vicki  
**Sent:** Wednesday, May 24, 2017 8:30 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Strauss, Alexis <Strauss.Alexis@epa.gov>; Jordan, Deborah <Jordan.Deborah@epa.gov>; McIlwain, Serena <McIlwain.Serena@epa.gov>  
**Subject:** R9 FY17 VERA/VSIP Submittals

Hi Debbi,

Attached is Region 9's VV Business Case, reorganization charts, and the targeted positions spreadsheet. Please let me know if you have any questions or need any additional information.

Regards, Vicki J. Lane  
Human Resources Officer, Region 9  
U.S. Environmental Protection Agency  
75 Hawthorne Street, Mail Code: EMD-2  
San Francisco, CA 94105  
Email: [lane.vicki@epa.gov](mailto:lane.vicki@epa.gov)  
Phone: 415-972-3827

Message

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**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 5/23/2017 7:31:21 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** V-V FAQs  
**Attachments:** VERA- VSIP FAQ's Managers .pdf

Attached

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

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**From:** Allen, Reginald [Allen.Reginald@epa.gov]  
**Sent:** 5/24/2017 9:58:56 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Reeder, John [Reeder.John@epa.gov]; Lesperance, Twanna [Lesperance.Twanna@epa.gov]  
**Subject:** RE: EPA/AO - Workforce Reshaping Information (VERA/VSIP submission)  
**Attachments:** VERA VISA ORG CHARTS - 05-2017.pptx; AO VERA VISA Business Case.docx; AO Approved Targeted Positions Template-Final.xlsx

Debbi

Please find attached AO's VERA/VSIP submission.

Best  
Reggie

*Reginald E. Allen, SES  
Assistant Deputy Chief of Staff  
U.S. Environmental Protection Agency  
Office 202-564-0444  
Direct 202-564-1029  
Cell 202-306-2879*

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**From:** Hart, Debbi  
**Sent:** Tuesday, May 23, 2017 4:45 PM  
**To:** OHR PMOs <OHR\_PMOs@epa.gov>; RHRO <RHRO@epa.gov>  
**Cc:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** FW: EPA Workforce Reshaping Information  
**Importance:** High

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Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

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Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

#### List of Attachments

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2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
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4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/9/2017 6:19:00 PM  
**To:** Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]  
**CC:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: Revised V/V Spreadsheet - example  
**Attachments:** R5 Targeted Positions Example (003).xlsx

**Importance:** High

FYI—let's discuss.

---

**From:** Shanahan, Katherine  
**Sent:** Tuesday, May 09, 2017 11:59 AM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** FW: Revised V/V Spreadsheet - example  
**Importance:** High

Hi Debbie and Loretta

The HRO's certainly appreciate your patience as we raise our concerns and questions about the preparation of our V/V package.

**Ex. 5 - Deliberative Process**

# Ex. 5 - Deliberative Process

I just wanted to provide you some background sense of the conversations that are going on and what you might hear on the call

Kathie

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**From:** Westenberger, Andrea  
**Sent:** Tuesday, May 09, 2017 11:06 AM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Breneman, Sara <breneman.sara@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Shanahan, Katherine <Shanahan.Katherine@epa.gov>

**Subject:** RE: Revised V/V Spreadsheet - example

**Importance:** High

Please reply to this thread, not the original I sent. I included Danielle Shannon instead of Katherine Shanahan.

Thanks,

Andrea

**Andrea Westenberg**

Lead Region Coordinator for OCFO & OARM

Regional Planner | Strategic Planning | EPA Region 10

1200 Sixth Avenue, OMP 21-I01

Seattle, WA 98101

(206) 553-6111 (office)

(206) 719-9154 (cell)

[westenberger.andrea@epa.gov](mailto:westenberger.andrea@epa.gov)

---

**From:** Westenberg, Andrea

**Sent:** Tuesday, May 09, 2017 8:04 AM

**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>

**Cc:** Breneman, Sara <[breneman.sara@epa.gov](mailto:breneman.sara@epa.gov)>; Shannon, Danielle <[shannon.danielle@epa.gov](mailto:shannon.danielle@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>

**Subject:** Revised V/V Spreadsheet - example

Hi Loretta & Debbi,

Attached is a revised V/V using a Region 5 example (created by Sara Breneman). The red numbers are what OARM provided and would not be changed. It includes new rows to breakdown targeted positions as well as cells with subtotals. There are three organizational structure columns that can be used (or not) depending on the level of detail used by each region. How does this look?

Red = original info provided by OARM (not to be changed)

**Bold** = subtotals (using formulas)

Thanks,

Andrea

**Andrea Westenberg**

Lead Region Coordinator for OCFO & OARM

Regional Planner | Strategic Planning | EPA Region 10

1200 Sixth Avenue, OMP 21-I01

Seattle, WA 98101

(206) 553-6111 (office)

(206) 719-9154 (cell)

[westenberger.andrea@epa.gov](mailto:westenberger.andrea@epa.gov)



**To:** Loretta Hunt[Hunt.Loretta@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Fri 4/21/2017 3:54:45 PM  
**Subject:** FW: EPA V/V Site Update?

Crap.

**From:** Showman, John  
**Sent:** Thursday, April 20, 2017 10:29 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** Fwd: EPA V/V Site Update?

Sent from my iPhone

Begin forwarded message:

**From:** "Newton, Cheryl" <[Newton.Cheryl@epa.gov](mailto:Newton.Cheryl@epa.gov)>  
**Date:** April 20, 2017 at 9:26:52 PM EDT  
**To:** "Showman, John" <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>  
**Cc:** "Sanders, Amy" <[Sanders.Amy@epa.gov](mailto:Sanders.Amy@epa.gov)>, "Meyer, Dale" <[meyer.dale@epa.gov](mailto:meyer.dale@epa.gov)>  
**Subject:** EPA V/V Site Update?

Hi John – You guys may be on this but just in case folks have forgotten. You can still reach the Intranet site with all the information from the 2014 VERA/VSIP at <http://intranet.epa.gov/policy/buyouts/>. Because it's not labeled with any year reference, people doing searches may find it and think its current or somehow applicable to now. We may want to scrub the site and only keep general information from OPM, EPA Retirement Counselors and Retirement Calculators. We have referred people to OPM's site prior to this week, but if EPA is moving forward it may be good to set up our own site for 2017 so we'll have a similar repository for this time. Thanks

Message

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**From:** Tellis, Vickie [Tellis.Vickie@epa.gov]  
**Sent:** 5/24/2017 9:19:21 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**CC:** Heard, Anne [Heard.Anne@epa.gov]; Lapierre, Kenneth [Lapierre.Kenneth@epa.gov]; Ghosh, Mita [Ghosh.Mita@epa.gov]; Mills, Keith [Mills.Keith@epa.gov]  
**Subject:** Region 4 Workforce Reshaping Information - VERA/VSIP Major Themes, Business Case, Targeted Position Spreadsheet, and Organizational Chart  
**Attachments:** R4 VERA VSIP Major Themes.xlsx; Region 4 VV Business Case rev 052317.docx; Region 4 Targeted Positions .xlsx; R4 ORA Org Chart rev 052317.docx

Donna and Debbi,

Attached is Region 4's complete VERA/VSIP submission to include the following attachments:

- Major Themes (previously submitted by Kristy Eubanks on March 19, 2017)
- Business Case Summary
- Targeted Position Spreadsheet
- Organizational Chart

I am available should you need additional information or have questions. Thanks!

Vickie

*Vickie H. Tellis*

Acting Assistant Regional Administrator  
U.S. EPA, Region 4 - Atlanta, Georgia  
404-562-8218 office

Ex. 6 - Personal Privacy mobile

May is Older Americans and Asian American & Pacific Islander Observance Month.

Older Americans Theme: "Age Out Loud"

Asian American & Pacific Islander Employment Theme: "Unite our Voices by Speaking Together"

***I AM Diversity!***

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

#### List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/19/2017 2:43:51 PM  
**To:** Parker, Gary [parker.gary@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]  
**Subject:** FW: OEI's draft VERA/VSIP numbers  
**Attachments:** OEI VERA VSIP Major Themes + Appropriations.xlsx

Number 4.

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**From:** Fine, Steven  
**Sent:** Thursday, May 18, 2017 8:34 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Maher, Karen <Maher.Karen@epa.gov>; Gutshall, Renee <Gutshall.Renee@epa.gov>; Braxton, Marilyn <Braxton.Marilyn@epa.gov>  
**Subject:** OEI's draft VERA/VSIP numbers

Donna and Debbi,

I have attached OEI's draft numbers for VERA/VSIP.

Thank you for your help with this.

Steve

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/24/2017 9:12:16 PM  
**To:** Parker, Gary [parker.gary@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]; Willig, Jeanine [willig.jeanine@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]  
**Subject:** FW: R8's VERA/VSIP Submission  
**Attachments:** vera vsip business case may 24 2017 final.docx; Attachment 1 Targeted Positions Template - Region 8 .xlsx; Attachment 2 Current and Proposed Organizational Chart Region 8.pptx

Next! #6

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**From:** Fowler, Joshua  
**Sent:** Wednesday, May 24, 2017 3:23 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Thomas, Deb <thomas.debrah@epa.gov>; Bohan, Suzanne <bohan.suzanne@epa.gov>; Buhl, Rick <Buhl.Rick@epa.gov>; Kortuem, Patrice <Kortuem.Patrice@epa.gov>; Bielenberg, Ben <Bielenberg.Ben@epa.gov>; Vuong, Stephanie <Vuong.Stephanie@epa.gov>  
**Subject:** R8's VERA/VSIP Submission

Good afternoon Debbi,

We have enclosed Region 8's VERA/VSIP Business Case, Targeted Positions Spreadsheet and Organizational Charts. Please contact me if you have any questions or concerns regarding the submission.

Josh Fowler  
Human Resources Officer  
EPA Region 8  
1595 Wynkoop St. Denver, CO 80212  
[fowler.joshua@epa.gov](mailto:fowler.joshua@epa.gov)  
303-312-6348 (work)  
720-287-9266 (cell)

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/10/2017 3:13:44 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: Guiding Questions  
**Attachments:** Workforce Planning Considerations Nov 2013.docx; Guiding Questions WFP NOV 2013.docx; workforce planning questions.pdf

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Kuhns, Jason  
**Sent:** Wednesday, November 06, 2013 10:13 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Guiding Questions

Thanks,

Jason Kuhns  
U.S. Environmental Protection Agency  
Office of Human Resources  
202-564-3236  
[kuhns.jason@epa.gov](mailto:kuhns.jason@epa.gov)

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/13/2017 2:47:18 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: Quick questions on V/V [WARNING: DKIM validation failed]

---

**From:** Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]  
**Sent:** Thursday, April 13, 2017 10:44 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: Quick questions on V/V [WARNING: DKIM validation failed]

Thanks...we are augmenting it, but for now pls work through Gregory

---

**From:** Hart, Debbi [mailto:Hart.Debbi@epa.gov]  
**Sent:** Thursday, April 13, 2017 10:29 AM  
**To:** Mahoney, Michael J  
**Subject:** RE: Quick questions on V/V [WARNING: DKIM validation failed]

Got it Mike—thank you. And hang in there! Just curious—are you guys augmenting your V/V staff or is everything going through Gregory? Thanks again-- Debbi

---

**From:** Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]  
**Sent:** Wednesday, April 12, 2017 11:09 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Re: Quick questions on V/V [WARNING: DKIM validation failed]

Hi Debbi,

We can talk more about this tomorrow...and sorry for the late reply

The revised language in the template, that you've captured below, more closely tracks to the language in the reg. At the end of the day, it's the reg language that needs to be addressed. The templates are a way to help capture and synthesize the info OPM and OMB needs to approve. We thought this formulation was a bit more clear, and therefore less burdensome on requesting agencies (that being said.

As far as I know, OMB's role will remain the same. I think you would continue to coord with your OMB examiner as you always have. Again, neither the VSIP law or regs have changed...

I hope this answers your question. If not, we can chat tomorrow

-mike

Sent from my iPad

On Apr 12, 2017, at 3:47 PM, "Hart, Debbi" <Hart.Debbi@epa.gov> wrote:

Hello Mike-

Hope all is well? Per my v-mail message, can you please let me know how we should be addressing cost calculations for V/V requests? When EPA was last down this path, budget neutrality was required and OMB's role was primarily to review/crosscheck/confirm calculations. However it appears from OPM's updated guidance that significantly less cost information is now required in our submittals (see below from OPM's updated V/V template). Can you confirm this to be the case and perhaps offer your understanding of OMB's role in the process as future V/V packages are submitted? Is there someone at OMB that we should be coordinating with on this effort? Thanks in advance! Debbi

Identify the number of VSIPs to be paid and the maximum amount of each VSIP (up to \$25,000).

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*



Message

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**From:** McManus, Catharine [mcmanus.catharine@epa.gov]  
**Sent:** 5/24/2017 8:51:02 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**CC:** Esher, Diana [Esher.Diana@epa.gov]; Krakowiak, John [Krakowiak.John@epa.gov]  
**Subject:** RE: EPA Workforce Reshaping Information  
**Attachments:** R3 Business Case.docx; R3 Targeted Positions Template - unlocked.xlsx; R3 VERA VSIP Major Themes.xlsx

Debbi-

Attached is Region III's submission. We have not included organizational charts because we are not proposing to reorganize. I have included an updated Themes spreadsheet which reflects a change requested by Senior leadership. Please let me know if you have any questions or need further information. Thanks. Kate

---

**From:** Hart, Debbi  
**Sent:** Tuesday, May 23, 2017 4:45 PM  
**To:** OHR PMOs <OHR\_PMOs@epa.gov>; RHRO <RHRO@epa.gov>  
**Cc:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** FW: EPA Workforce Reshaping Information  
**Importance:** High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)
2. **Completed Targeted Positions Template for your office** (Excel file attached; remember that if you are identifying safe positions they should be noted with an asterisk (\*) in the targeted positions template; please see the attached FAQs for more details on safe positions)
3. **Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; org charts should go down to the appropriate level to illustrate the organization's current and proposed organization)

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA

202.564.2011  
hart.debbi@epa.gov

\*\*\*\*\*

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

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2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
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5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/20/2017 8:16:17 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: EPA Workforce Reshaping Information  
**Attachments:** Targeted Positions Template .xlsx; vera\_guide.pdf; VERA-VSIP Overview Presentation April2017.pptx; vsip\_guide.pdf; VV ExampleThemeJustificationsApril2017.docx; V-V Business Case Checklist April2017final.docx; Guiding Questions WFP revApril2017.docx

**Importance:** High

Loretta-

Did I forward this previously? Can't remember.

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

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2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/23/2017 2:27:39 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Kuhns, Jason [kuhns.jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]; Showman, John [Showman.John@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]  
**Subject:** RE: Workforce Reshaping follow up  
**Attachments:** Copy of 05232017VERA VSIP Major Themes For Agency.xlsx  
  
**Importance:** High

Donna-

As promised. Jason provided Print instructions below and added a tab named "By Office" with the list of the percentages of the workforce by office. Workforce totals are up to date numbers as of yesterday. Let us know if questions. Thanks!

To print on one page:

On the Excel Print Screen, chose Landscape Orientation and on the bottom drop down about scaling, Choose the fit on one page option. This will create small print but can be improved by removing the comment column from the print selection.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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**From:** Vizian, Donna  
**Sent:** Friday, May 12, 2017 3:57 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>  
**Subject:** Workforce Reshaping follow up

Hi Everyone,

Following up on our Wednesday conversation, we reviewed the themes and combined the restructuring of non-supervisory positions and restructuring of supervisory positions into one theme. I am attaching the table of the revised themes. There are now 6. Our next step is to estimate the number of positions in the pool and number of offers we would accept by theme and appropriation. If you have a position that crosses multiple appropriations, please indicate as such by using the "Across Multiple Appropriations" column along with specific details in the "Comments" column. Please remember that this is an **estimate** to be used to show the potential outcome to the policy team. If the decision is to proceed, we will ask you to provide detailed information that will lead to your final number. Please complete the attached spreadsheet **by May 19<sup>th</sup>** and send it to Debbi Hart and me. Remember, you do not need to participate in every theme.

If we move to the implementation stage, the next step will be to complete a template for your office and identify positions in the pool. We will resend that information and Debbi will be available to assist your staff with completing the information. OARM would then use this information to develop one business case for the agency. We will also begin working on a communication plan should we get the green light to proceed.

Two other things: I am attaching FAQs for your information and below is information on “safe positions.”

OPM’s revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

*The agency’s targeted population chart, “. . . may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)*

The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a “safe position” since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Enjoy the weekend.

Donna

Message

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**From:** Westenberger, Andrea [Westenberger.Andrea@epa.gov]  
**Sent:** 4/20/2017 7:18:09 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: EPA Workforce Reshaping Information  
**Attachments:** Targeted Positions Template .xlsx

**Importance:** High

Hi Debbi and Loretta – Can you unlock/resend the spreadsheet? It's locked right now so we can't do much editing in the regions. Also, let me know when you have the template for the org charts. As I mentioned to Debbi, I'm happy to help with options if you'd like.

Thanks,  
Andrea

**Andrea Westenberger**

Lead Region Coordinator for OCFO & OARM  
Regional Planner | Strategic Planning | EPA Region 10  
1200 Sixth Avenue, OMP 21-101  
Seattle, WA 98101  
(206) 553-6111 (office)  
(206) 719-9154 (cell)  
[westenberger.andrea@epa.gov](mailto:westenberger.andrea@epa.gov)

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 2:01 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).



**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

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**From:** Pace, Donald [Pace.Donald@epa.gov]  
**Sent:** 5/19/2017 12:42:38 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**CC:** Mugdan, Walter [Mugdan.Walter@epa.gov]; Manna, Richard [Manna.Richard@epa.gov]; Pastalove, Barbara [Pastalove.Barbara@epa.gov]  
**Subject:** FW: Workforce Reshaping follow up  
**Attachments:** Copy of Copy of VERA VSIP Workfile 5-17-17 (003).xlsx

Good morning Donna and Debbi,

Attached is Region 2's response to this request outlining our current position on workforce reshaping. Please let me or our HRO, Barbara Pastalove, know if you have any questions. Thanks and have a nice weekend.

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**From:** Vizian, Donna  
**Sent:** Friday, May 12, 2017 12:57 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>  
**Subject:** Workforce Reshaping follow up

Hi Everyone,

Following up on our Wednesday conversation, we reviewed the themes and combined the restructuring of non-supervisory positions and restructuring of supervisory positions into one theme. I am attaching the table of the revised themes. There are now 6. Our next step is to estimate the number of positions in the pool and number of offers we would accept by theme and appropriation. If you have a position that crosses multiple appropriations, please indicate as such by using the "Across Multiple Appropriations" column along with specific details in the "Comments" column. Please remember that this is an **estimate** to be used to show the potential outcome to the policy team. If the decision is to proceed, we will ask you to provide detailed information that will lead to your final number. Please complete the attached spreadsheet **by May 19<sup>th</sup>** and send it to Debbi Hart and me. Remember, you do not need to participate in every theme.

If we move to the implementation stage, the next step will be to complete a template for your office and identify positions in the pool. We will resend that information and Debbi will be available to assist your staff with completing the information. OARM would then use this information to develop one business case for the agency. We will also begin working on a communication plan should we get the green light to proceed.

Two other things: I am attaching FAQs for your information and below is information on "safe positions."

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

*The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to*

*the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)*

The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a “safe position” since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Enjoy the weekend.

Donna

Message

**From:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Sent:** 7/20/2017 1:41:10 AM  
**To:** Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** Fwd: VERA VSIP Applications Receiv

Getting close to my estimate-- just sayin'

Begin forwarded message:

**From:** "Helm, Arron" <Helm.Arron@epa.gov>  
**Date:** July 19, 2017 at 5:10:40 PM EDT  
**To:** "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John" <Showman.John@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>  
**Subject:** Fwd: VERA VSIP Applications Received

ALL by HR SSC

HR Shared Service Center	Total
Cincinnati	
ERD	Ex. 5 - Deliberative Process
Las Vegas	
RTP	
	Total: Ex. 5 - Deliberative Process

Program or Region	Total
AO	Ex. 5 - Deliberative Process
OAR	
OARM	
OCFO	
OCSPP	
OECA	
OEI	
OGC	
OITA	
OLEM	
ORD	
OW	
Region 1	
Region 10	
Region 2	Total
Region 3	
Region 4	
Region 5	
Region 6	
Region 7	
Region 8	
Region 9	Ex. 5 - Deliberative Process

**To:** Parker, Gary[parker.gary@epa.gov]  
**Cc:** Willig, Jeanine[willig.jeanine@epa.gov]; Kuhns, Jason[Kuhns.Jason@epa.gov]  
**From:** Hart, Debbi  
**Sent:** Mon 5/22/2017 9:57:56 PM  
**Subject:** RE: 05222017 2pm VERA VSIP Major Themes For Agency.xlsx

Done – I submitted to Donna for review. Hopefully Jason’s eyes will be fresh in the morning as I’d like him to review and weigh in on what date we set for the perm workforce numbers. Thanks guys and stay tuned.

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

**From:** Parker, Gary  
**Sent:** Monday, May 22, 2017 3:59 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Willig, Jeanine <willig.jeanine@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>  
**Subject:** RE: 05222017 2pm VERA VSIP Major Themes For Agency.xlsx

Just caught that the summary text indicates no OA report. That can be removed.

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) 202-253-7099

**From:** Parker, Gary  
**Sent:** Monday, May 22, 2017 3:58 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Willig, Jeanine <[willig.jeanine@epa.gov](mailto:willig.jeanine@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>  
**Subject:** 05222017 2pm VERA VSIP Major Themes For Agency.xlsx

Debbi,

Here is updated sheet to include: AO update, permanent employee count, OIG tab removal, summary changes and spoke with Vicki finally and R9 tab is good to go.

R,

Gary

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/11/2017 7:26:01 PM  
**To:** Milton, Laura [Milton.Laura@epa.gov]  
**CC:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** RE: EPA Workforce Reshaping Information

Laura-

We should probably discuss this. In OECA's business case you'll need to speak to what sort of efficiencies you are striving for within your workforce (I think you guys suggested delayering, consolidating admin support among other themes for reshaping). We will need some specificity to understand your justification. We are slammed at the moment but could we talk early next week? Debbi

---

**From:** Milton, Laura  
**Sent:** Thursday, May 11, 2017 10:09 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: EPA Workforce Reshaping Information

Thank you! So far, OECA is proposing to offer the buyout to all eligible employees (capped to  % total workforce) except for criminal investigators. We were discussing the org chart required as part of the submission and would like to submit it at the OECA level, rather than broken out by each of our Offices. Our job series and eligible employees are spread fairly equally across our organizations so any other level of specificity would really be a prorated guess that may or may not work with the final numbers. Would that be okay?

Laura Milton, PMO  
Administrative Management Division  
OECA/Office of Administration and Policy  
US Environmental Protection Agency  
Phone: 202-564-6017  
[milton.laura@epa.gov](mailto:milton.laura@epa.gov)

---

**From:** Hart, Debbi  
**Sent:** Thursday, May 11, 2017 9:52 AM  
**To:** OHR PMOs <[OHR\\_PMOs@epa.gov](mailto:OHR_PMOs@epa.gov)>  
**Cc:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** FW: EPA Workforce Reshaping Information

Hello Again!

FYI—We've been having VERA/VSIP discussions with the ARAs and RHROs over the past couple of days and R5 shared a modified version of our targeted positions template with the group. I know a number of you have reached out to us previously about  Ex. 5 - Deliberative Process modifications and we've provided you guidance but wanted to share this example with you all as it may be helpful. Please feel free to reach out to Gary Parker with any questions. Thanks. Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM



USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Westenberger, Andrea  
**Sent:** Wednesday, May 10, 2017 11:33 AM  
**To:** ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>; Deputy ARAs <[Deputy\\_ARAs@epa.gov](mailto:Deputy_ARAs@epa.gov)>; RHRO <[RHRO@epa.gov](mailto:RHRO@epa.gov)>  
**Cc:** Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Hitchens, Lynnann <[hitchens.lynnann@epa.gov](mailto:hitchens.lynnann@epa.gov)>; Clifton, Tony <[Clifton.Tony@epa.gov](mailto:Clifton.Tony@epa.gov)>; Young, Kendrick <[Young.Kendrick@epa.gov](mailto:Young.Kendrick@epa.gov)>  
**Subject:** RE: EPA Workforce Reshaping Information

Hello ARAs, DARAs, and HROs,

Per our call with OARM yesterday, attached are two spreadsheets:

1. **An unlocked version of the original spreadsheet for each region.** You can make changes to the spreadsheet for the necessary level of detail needed for your region (including additional rows, columns, totals, layers of organizations, etc.). However, please ensure that the original information provided by OARM remains in the spreadsheet.
2. **An example of the spreadsheet modified by Region 5 that you can use as a model.** This model includes total rows for targeted series/grades in various Divisions/Branches/etc. The red plain text cells include the original information provided by OARM and have not been changed.

Please let me know if you have any questions.

Thanks,  
Andrea

**Andrea Westenberger**

Lead Region Coordinator for OCFO & OARM  
Regional Planner | Strategic Planning | EPA Region 10  
1200 Sixth Avenue, OMP 21-101  
Seattle, WA 98101  
(206) 553-6111 (office)

Ex. 6 - Personal Privacy (cell)

[westenberger.andrea@epa.gov](mailto:westenberger.andrea@epa.gov)

---

**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 2:01 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will

be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

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1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,  
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

---

**From:** Kuhns, Jason [Kuhns.Jason@epa.gov]  
**Sent:** 4/7/2017 8:25:47 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** data follow up  
**Attachments:** attrition info 4.7.17.xlsx

Just a follow up to this morning, attached is an attrition break down for this year and comparison of other years.

Also, from the first round of V/V,  of  were retirement eligible and those people were an average of  years past their eligibility date.

Thanks,

Jason Kuhns  
U.S. Environmental Protection Agency  
Office of Human Resources  
202-564-3236  
kuhns.jason@epa.gov

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/22/2017 9:52:34 PM  
**To:** Sanders, Amy [Sanders.Amy@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Newton, Cheryl [Newton.Cheryl@epa.gov]; Breneman, Sara [breneman.sara@epa.gov]  
**Subject:** RE: Workforce Reshaping follow up

Amy—Friday's exercise was an estimate. Makes sense that you would tighten it down so don't worry about exactly matching numbers. Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

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**From:** Sanders, Amy  
**Sent:** Monday, May 22, 2017 5:40 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Newton, Cheryl <Newton.Cheryl@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>  
**Subject:** RE: Workforce Reshaping follow up

Donna/Debbi,

How firm do we need to be with our estimate from Friday? Between submitting our estimate on Friday and today, we have a position or two that we may want to remove from our package.

Thanks,

Amy Sanders  
Acting, Assistant Regional Administrator  
U.S. EPA, Region 5  
Resources Management Division  
77 W Jackson Blvd  
Chicago, IL 60604  
Email: [sanders.amy@epa.gov](mailto:sanders.amy@epa.gov)  
Office: (312) 353-9196  
Office Fax: (312) 353-1517

---

**From:** Sanders, Amy  
**Sent:** Friday, May 19, 2017 2:27 PM  
**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Sypniewski, Bruce <[sypniewski.bruce@epa.gov](mailto:sypniewski.bruce@epa.gov)>; Newton, Cheryl <[Newton.Cheryl@epa.gov](mailto:Newton.Cheryl@epa.gov)>; Breneman, Sara <[breneman.sara@epa.gov](mailto:breneman.sara@epa.gov)>  
**Subject:** FW: Workforce Reshaping follow up

Donna/Debbi,

Please find attached our estimates using the required spreadsheet. We found this exercise to be interesting in that it highlighted a potential disparity in our VERA/VSIP draft between various appropriations. Our Superfund Division recently went through a re-org, and so they did not have as many "efficiency argument" opportunities. If the VERA/VSIP is approved, depending on which positions actually accept the offer, our region may want to do some internal rebalancing to address this. This, of course, would be done in accordance with our VERA/VSIP write-up, which describes instances of restructuring positions. For example, our Water Division, which is seeking to replace 0028 positions with 1301/819 positions, as over time the division has determined that application of scientific knowledge is required for the work in those sections.

Thanks,

Amy

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**From:** Vizian, Donna

**Sent:** Friday, May 12, 2017 12:57 PM

**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>

**Subject:** Workforce Reshaping follow up

Hi Everyone,

Following up on our Wednesday conversation, we reviewed the themes and combined the restructuring of non-supervisory positions and restructuring of supervisory positions into one theme. I am attaching the table of the revised themes. There are now 6. Our next step is to estimate the number of positions in the pool and number of offers we would accept by theme and appropriation. If you have a position that crosses multiple appropriations, please indicate as such by using the "Across Multiple Appropriations" column along with specific details in the "Comments" column. Please remember that this is an **estimate** to be used to show the potential outcome to the policy team. If the decision is to proceed, we will ask you to provide detailed information that will lead to your final number. Please complete the attached spreadsheet **by May 19<sup>th</sup>** and send it to Debbi Hart and me. Remember, you do not need to participate in every theme.

If we move to the implementation stage, the next step will be to complete a template for your office and identify positions in the pool. We will resend that information and Debbi will be available to assist your staff with completing the information. OARM would then use this information to develop one business case for the agency. We will also begin working on a communication plan should we get the green light to proceed.

Two other things: I am attaching FAQs for your information and below is information on "safe positions."

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

*The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)*

The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a “safe position” since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Enjoy the weekend.

Donna

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/24/2017 7:25:12 PM  
**To:** Soward, Ruth-Alene [Soward.Ruth-Alene@epa.gov]  
**CC:** Hunt, Tracy [Hunt.Tracy@epa.gov]; Freggens, Barbara [Freggens.Barbara@epa.gov]; Kern, Janice [Kern.Janice@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** RE: EPA Workforce Reshaping Information

Ruth—absolutely fine. We already have more than enough to work with so take the time to finalize your package. Thanks for the heads up. Debbi

---

**From:** Soward, Ruth-Alene  
**Sent:** Wednesday, May 24, 2017 2:39 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Hunt, Tracy <Hunt.Tracy@epa.gov>; Freggens, Barbara <Freggens.Barbara@epa.gov>; Kern, Janice <Kern.Janice@epa.gov>  
**Subject:** RE: EPA Workforce Reshaping Information

Debbie, I may need to submit our package tomorrow. OCFO has numerous managers out of town attending the Budget Technical Workshop in RTP and I need to run this package by some of them before submitting it to you. I may be able to send you a good draft, with a final version coming tomorrow. I hope that's okay.

Ruth

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**From:** Hart, Debbi  
**Sent:** Tuesday, May 23, 2017 4:45 PM  
**To:** OHR PMOs <OHR\_PMOs@epa.gov>; RHRO <RHRO@epa.gov>  
**Cc:** Hitchens, Lynnann <hitchens.lynnann@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** FW: EPA Workforce Reshaping Information  
**Importance:** High

All-

Just a reminder of what we are looking for in your VERA/VSIP submission.

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. **Two-page summary of your business case** (following the detailed instructions in the VERA/VSIP Business Case Checklist attached- do your best to keep the business case brief)
2. **Completed Targeted Positions Template for your office** (Excel file attached; remember that if you are identifying safe positions they should be noted with an asterisk (\*) in the targeted positions template; please see the attached FAQs for more details on safe positions)
3. **Current and proposed post VERA/VSIP organization chart for your office** (use PowerPoint; org charts should go down to the appropriate level to illustrate the organization's current and proposed organization)

Should you have questions, please contact Debbi Hart or Loretta Hunt- we love hearing from you.

#### List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. V-V FAQs (defines "safe positions" and provides other helpful information)

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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**From:** Vizian, Donna  
**Sent:** Monday, April 17, 2017 5:01 PM  
**To:** 2017HQfirstassistants <[2017HQfirstassistants@epa.gov](mailto:2017HQfirstassistants@epa.gov)>; 2017Regionfirstassistants <[2017Regionfirstassistants@epa.gov](mailto:2017Regionfirstassistants@epa.gov)>  
**Cc:** DAA-Career <[DAACareer@epa.gov](mailto:DAACareer@epa.gov)>; DRA <[DRA@epa.gov](mailto:DRA@epa.gov)>; ARA <[ARA@epa.gov](mailto:ARA@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** EPA Workforce Reshaping Information  
**Importance:** High

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5<sup>th</sup>. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

**Your office submittals will be compiled into one, agency-level VERA/VSIP proposal** that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017**.

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,



List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/8/2017 5:07:10 PM  
**To:** Hitchens, Lynnann [hitchens.lynnann@epa.gov]  
**CC:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** RE: call tomorrow

It's on my calendar from tomorrow from 12-12:30. I think Andrea already posed and received answers to most of these questions from Loretta last week. Wes/Linda should be included.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

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**From:** Hitchens, Lynnann  
**Sent:** Monday, May 08, 2017 12:10 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** call tomorrow

The Lead Region is pushing to have a call with us TOMORROW for the HROs and ARAs. Andrea may have talked to Loretta. Below is the first cut at questions (in the invite). Can you guys make it? Do I need to add Linda and Wes to this invite?

1. Flexibility to offer only VERA or only VSIP, or none?
2. Leveling across regions – will this be done by OARM/OPM or will the specifics of the V/V packages developed by the regions be held in place as they will be submitted? Example: one region offers V/V to a specific organization/series/grade/position but another region offers V/V more broadly to a series across the region.
3. Related to #3: unlocking the spreadsheet and adding additional information (but not changing what OARM originally provided). Propose including:
  - Layers of regional organizations: Top Tier (office/division), Second Tier (Branch/Section), Third Tier (Unit)
  - Adding additional rows for various degrees of broad versus targeted/narrow offers.
  - Sub-totals
  - Where to include Safe Positions?
4. Safe positions – seeking more clarification regarding what level of information is needed in the V/V packages. Is there more guidance from OPM?

Lynnann Hitchens  
Acting Director, Office of Resources, Operations and Management  
Office of Administration and Resources Management  
P: 202-564-3184  
M: 202-617-0738

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/22/2017 9:49:50 PM  
**To:** Kanet, Audrey [kanet.audrey@epa.gov]  
**CC:** Vaughan, Pat [Vaughan.Pat@epa.gov]; Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** RE: Question about VERA/VSIP Targeted Positions template

Thanks for your call. As mentioned, feel free to connect again if any pieces are troubling. Copying Loretta as our VERA/VSIP SME.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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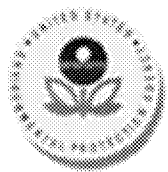
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**From:** Kanet, Audrey  
**Sent:** Monday, May 22, 2017 2:04 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Vaughan, Pat <Vaughan.Pat@epa.gov>  
**Subject:** Question about VERA/VSIP Targeted Positions template

Debbi,

I'm working on this template for ORD. I was wondering if targeted positions # means both in the targeted pool and eligible for VERA? I assume it does, but I wanted to double-check.

Thank you



Audrey Kanet  
U.S. EPA | ORD | OARS | HRD  
Management & Program Analyst  
26 Martin Luther King Dr W, Cincinnati, OH 45220  
Phone: (513) 487-2098

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/11/2017 3:41:34 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: EPA's Workforce Reshaping Efforts (for OMB)

Close hold—new competitive areas??

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**From:** Showman, John  
**Sent:** Thursday, May 11, 2017 9:41 AM  
**To:** Bloom, David <Bloom.David@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** EPA's Workforce Reshaping Efforts (for OMB)

DAVID/CAROL --- Here is information to share with Mike Hickey --- let me know if you have any questions. Thanks.

EPA is currently considering and preparing for strategic workforce reshaping options to effectively and efficiently align the agency's workforce with current or anticipated requirements. This includes:

Use of VERA/VSIP

- The agency's senior leadership is currently identifying themes for a potential FY2017 VERA/VSIP proposal.

Initial Preparation Efforts Associated with a Reduction in Force

- In March, OARM's HR Shared Service Centers began a review and validation of Performance Ratings for all employees covering the last four years. This included identifying and tracking down any missing ratings and ensuring that all ratings had been properly entered into our personnel management system.
- OARM conducted research and reviewed revised OPM issuances regarding Reduction in Force and Workforce Restructuring.
- OARM consulted with the Office of Personnel Management regarding the RIF process, Competitive Areas and Competitive Levels, as well as opportunities to engage assistance from OPM should we enter into a RIF process.
- The Agency reviewed its RIF Policy and competitive areas.
- The Agency has established new competitive levels in order to effectively run a Reduction in Force.
- In 2013 several EPA HR Operations and Policy staff attended Reduction in Force Training provided by the USDA Graduate School. The Agency is exploring training opportunities with the USDA Graduate School and/or Office of Personnel Management for additional employees.

John L Showman III, Acting Principal Deputy Assistant Administrator  
Office of Administration and Resources Management  
US Environmental Protection Agency

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message

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**From:** Sanders, Amy [Sanders.Amy@epa.gov]  
**Sent:** 5/22/2017 9:39:57 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**CC:** Newton, Cheryl [Newton.Cheryl@epa.gov]; Breneman, Sara [breneman.sara@epa.gov]  
**Subject:** RE: Workforce Reshaping follow up

Donna/Debbi,

How firm do we need to be with our estimate from Friday? Between submitting our estimate on Friday and today, we have a position or two that we may want to remove from our package.

Thanks,

Amy Sanders  
Acting, Assistant Regional Administrator  
U.S. EPA, Region 5  
Resources Management Division  
77 W Jackson Blvd  
Chicago, IL 60604  
Email: sanders.amy@epa.gov  
Office: (312) 353-9196  
Office Fax: (312) 353-1517

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**From:** Sanders, Amy  
**Sent:** Friday, May 19, 2017 2:27 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Sypniewski, Bruce <sypniewski.bruce@epa.gov>; Newton, Cheryl <Newton.Cheryl@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>  
**Subject:** FW: Workforce Reshaping follow up

Donna/Debbi,

Please find attached our estimates using the required spreadsheet. We found this exercise to be interesting in that it highlighted a potential disparity in our VERA/VSIP draft between various appropriations. Our Superfund Division recently went through a re-org, and so they did not have as many "efficiency argument" opportunities. If the VERA/VSIP is approved, depending on which positions actually accept the offer, our region may want to do some internal rebalancing to address this. This, of course, would be done in accordance with our VERA/VSIP write-up, which describes instances of restructuring positions. For example, our Water Division, which is seeking to replace 0028 positions with 1301/819 positions, as over time the division has determined that application of scientific knowledge is required for the work in those sections.

Thanks,

Amy

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**From:** Vizian, Donna  
**Sent:** Friday, May 12, 2017 12:57 PM  
**To:** 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; DAA-Career

<DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>

**Subject:** Workforce Reshaping follow up

Hi Everyone,

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Two other things: I am attaching FAQs for your information and below is information on "safe positions."

OPM's revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

*The agency's targeted population chart, "... may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)*

The "safe position" option assumes the employees who remain would meet the qualifications for the "safe" positions. "Safe positions" do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

The use of MP procedures would negate the purpose of designating a "safe position" since: the agency would be unable to limit the area of consideration to just employees whose positions were targeted for restructuring/elimination; and management has the right to select or not select from a group of certified eligibles. Also, it could be perceived V-V is being used to move people out in order to promote others.

Enjoy the weekend.

Donna

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/19/2017 12:45:01 PM  
**To:** Parker, Gary [parker.gary@epa.gov]  
**Subject:** FW: OLEM V/V

**Importance:** High

Just saw this—maybe you can call Susan. Very close hold!

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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**From:** Vizian, Donna  
**Sent:** Tuesday, July 18, 2017 11:38 PM  
**To:** Smith, Susan <[Smith.Susan@epa.gov](mailto:Smith.Susan@epa.gov)>  
**Cc:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** Re: OLEM V/V

Thank you. I think this will work

On Jul 18, 2017, at 6:15 PM, Smith, Susan <[Smith.Susan@epa.gov](mailto:Smith.Susan@epa.gov)> wrote:

Assuming you are talking about max offers. See below:

ORCR ☐  
OSRTI ☐

Let me know if you need anything else.

Sent from my iPhone

On Jul 18, 2017, at 5:35 PM, Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)> wrote:

Hi Susan,

Can you tell me the break out between SF and RCRA? Thanks



Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/22/2017 8:11:10 PM  
**To:** Vaughan, Pat [Vaughan.Pat@epa.gov]  
**CC:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** RE: VERA/VSIP Business Case ?

Hey Pat!

Trying to catch up here... see my responses below in **bold**. Let me know if other questions arise. D

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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**From:** Vaughan, Pat  
**Sent:** Monday, May 22, 2017 1:13 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** VERA/VSIP Business Case ?

Debbi,

On the budget information part of the 2-page business case, in Table B, do you want us to use an estimate of the number of people we think may actually go (which could be as low as 20-30) when figuring these costs? **Yes**. That's how we've done these in the past. Also, in Table A (and B), when you say "# of targeted" are you meaning the number of max offers we have indicated we would allow? **Yes- nice catch! We will try to clarify that in our guidance**. That is a much lower number than how many would be eligible in our targeted areas.

Just out of curiosity....why are we having to address WCF costs with this? **Ask your budget folks! We ran this past OCFO/OMB and they included it.**

Pat Vaughan  
Director, Human Resources Division  
ORD/Office of Administrative and Research Support  
919-541-4912  
919-406-4424 (cell)  
<https://intranet.ord.epa.gov/oars/home>

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/12/2017 7:47:28 PM  
**To:** Mahoney, Michael J [Mike.Mahoney@opm.gov]  
**Subject:** Quick questions on V/V

Hello Mike-

Hope all is well? Per my v-mail message, can you please let me know how we should be addressing cost calculations for V/V requests? When EPA was last down this path, budget neutrality was required and OMB's role was primarily to review/crosscheck/confirm calculations. However it appears from OPM's updated guidance that significantly less cost information is now required in our submittals (see below from OPM's updated V/V template). Can you confirm this to be the case and perhaps offer your understanding of OMB's role in the process as future V/V packages are submitted? Is there someone at OMB that we should be coordinating with on this effort? Thanks in advance! Debbi

Identify the number of VSIPs to be paid and the maximum amount of each VSIP (up to \$25,000).

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/12/2017 6:24:52 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** Updated template from OPM  
**Attachments:** VERA VSIP - Combined template, March 2013.doc

I'm noticing that this updated template Gregory sent only states--Identify the number of VSIPs to be paid and the maximum amount of each VSIP (up to \$25,000).

So maybe no calculations really necessary other than max # X \$25K? I called OCFO and they think budget neutrality impossible and they don't seem to recall doing calculations previously...

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/18/2017 1:07:55 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** RE: V/V

I got it Loretta

---

**From:** Vizian, Donna  
**Sent:** Tuesday, July 18, 2017 9:07 AM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Re: V/V

Just need # in the pool

On Jul 18, 2017, at 9:03 AM, Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)> wrote:

Donna, does the following work, or do you need more?

EPA's VERA/VSIP Authority

- Was approved by OPM July 10, 2017
- Covers 22 program offices and regions
- Maximum VSIPs to be paid: Ex. 5 - Deliberative Process
- EPA is seeking to reduce, restructure and reshape its various program and regional offices according to the following themes: delayering to increase our staff to supervisor ratio; consolidation or reduction of administrative or support functions; restructuring or reducing highly graded supervisory and non-supervisory positions; restructuring to focus on core business functions (administrative support); restructuring to focus on STEM/programmatic priorities; and consolidating and streamlining functions/activities/reduce number of programs.

Sent from my iPhone

On Jul 17, 2017, at 7:11 PM, Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)> wrote:

Did you guys do a summary of the business case? I need something for Ryan

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 3/31/2017 5:10:28 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: V/V

?? anything you've heard of? Please stay tuned.

---

**From:** Hart, Debbi  
**Sent:** Friday, March 31, 2017 1:09 PM  
**To:** Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** RE: V/V

no. do you mean like setting the min age requirement five years earlier? do you want me to look into it?

---

**From:** Vizian, Donna  
**Sent:** Friday, March 31, 2017 11:50 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** V/V

Have you ever heard of a VERA where the agency can add 5 years onto an individuals retirement?

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/11/2017 10:59:39 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** Interesting fact

From the first round of V/V, 340 of 456 (75%) were retirement eligible and those people were on average 5.7 years past their eligibility date.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Message

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/11/2017 4:46:26 PM  
**To:** Showman, John [Showman.John@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]  
**CC:** Bell, Matthew [Bell.Matthew@epa.gov]; Marian Cooper [Cooper.Marian@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** V/V windows

John and Donna-

According to Loretta, statute/regs do not specify a min or max for V/V window for accepting applications and removing folks from the rolls (see below). I found the timetables we used for Round 1 and 2 and pasted them in below too. It looks like we provided a one month window for Round 1 (we were really pressed) and about seven weeks for Round 2. Let me know if questions. Thanks. Debbi

VSIP Window

The agency has the right to establish 'windows;' that is, the time period(s) during which it will accept applications for VSIP and to set the time period(s) for employees to retire or resign for VSIP. The agency may open such windows at any time during which it has VSIP authority, provided that the agency includes the information in its VSIP plan to OPM, and OPM subsequently approves the plan after consultation with OMB.

Neither the controlling statute nor OPM's implementing regulations defines a maximum or minimum time period for a VSIP window. The only restriction is that an employee may not separate for a VSIP past the ending date of the OPM-approved VSIP plan.

VERA Window

Agency establishes window period. Guide addresses changes to window periods (including notification of employees).

**Round 1 FY 14 VERA/VSIP Milestones**

**(As of January 28, 2014)**

Action	Estimated Completion Date
Tiger Team* to Meet with Program/Regional Leads	Ongoing
Dissemination of Lead Region Packages	November 19
Administrator/DA Meet with OPM/OMB	December 6
AA/RA Status Check-in Meeting	December 3
Brief Unions	December 10
AA/RA Submission of Data/Write-ups	Noon, December 10
Mass Mailer to Employees	December 12
Agency Formal Submission to OPM/OMB	By December 20
OPM /OMB Approval	By January 24 (15 submittals pending)
Region/Program Communications to Employees Following Union Agreement & Approval Receipt	TBD
Prepare and Issue Employee Notices	By February 4
Applications Due	By March 6
AA/RA Applies Selection Criteria	By March 11

AA/RA Notifies Applicants of Acceptance	By March 14
Last Effective Date for Employee Separations	April 4
Next Opportunity to Submit Draft V/V request to OHR	May 16

\*OARM and OCFO team of experts assigned to work directly with program and regional offices to develop VERA/VISP packages.

## Round 2 VERA/VSIP Schedule for SSC Actions

(Pending final agreement with the unions and OPM/OMB approval of requests)

Updated 12/1/14

Action	Estimated Completion Date
Official Notice sent to Unions	August 5, 2014
Agreement reached with all unions with the exception of AFGE	September 19, 2014
Provide tentative, office-specific VERA/VSIP information to employees (template communication)	September 19-22, 2014
AAs/RAs send VERA/VSIP letters to employees	October 28
VERA/VSIP Application Window Open	October 28 – November 18
Optional AA/RA-level Meetings with employees	Agreement with unions – October 27
Deadline for employee VERA/VSIP applications	November 18
SSCs send eligibility lists to RHRO/PMOs	Estimated NLT December 1
Responses due back to SSC from RHRO/PMOs	December 4
Employee Selected/Non-selected Letters Sent	No later than December 8
HR SSCs evaluate the wait list and send new offers for the number of slots that were declined by other employees	January 7/8
Last date for employees who applied for and were selected to be offered a VERA/VSIP, to decline their VERA/VSIP	January 8
Last Effective Date for Employee Separations	January 9

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*



Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 4/11/2017 2:06:09 PM  
**To:** Marian Cooper [Cooper.Marian@epa.gov]; Bell, Matthew [Bell.Matthew@epa.gov]; Gantt, Melissa [Gantt.Melissa@epa.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** FW: Workforce planning materials  
**Attachments:** Eligibility report 4.6.17.xlsx; ATT00001.htm; VSIP Checklist 2017.docx; ATT00002.htm; VERA Checklist 2017.docx; ATT00003.htm; Restructure NonsupervisoryApril2017.docx; ATT00004.htm; Guiding Questions WFP April2017.docx; ATT00005.htm; Templatdraft 4.7.17.xlsx; ATT00006.htm; Example VERA VSIP Justifications April2017.docx; ATT00007.htm; vsip\_guide.pdf; ATT00008.htm; vera\_guide.pdf; ATT00009.htm; VERA-VSIP Overview Presentation April2017.pptx; ATT00010.htm

FYI—for 11:00.

---

**From:** Hart, Debbi  
**Sent:** Tuesday, April 11, 2017 8:00 AM  
**To:** Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Cc:** Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>  
**Subject:** Workforce planning materials

FYI—here is some material we put together for discussion at today's meeting covering EMC follow ups. Essentially we have V/V eligibility reports for each office, V/V checklists that identify all the pieces that need to be included in the request, guiding questions for folks to consider as they build their respective business case, a list of example justifications from past V/V efforts and a rationale for eliminating/restructuring highly graded nonsupervisory positions that may be relevant today.

We also built a new template for all offices to use for position targeting. I've also attached OPM's updated V/V guides for those that like the details! ☺ Finally, the attached PowerPoint briefing lays out the V/V basics, highlights key features/best practices we learned from the last round and provides an overview of how office-level information will be aggregated into one agency-level business case. I realize this is a lot, but maybe the group can collectively determine how to whittle it down to the most relevant items. Thanks. Debbi

Debbi Hart  
Director

Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 3/23/2017 9:12:05 PM  
**To:** Marian Cooper [Cooper.Marian@epa.gov]  
**CC:** Carpenter, Wesley [Carpenter.Wesley@epa.gov]  
**Subject:** FW: path forward on the EO for restructuring  
**Attachments:** Workforce ReshapingVVoverviewMarch2017 (003).docx

Marian—

As mentioned, I'm not sure if anything was modified on the attached V/V piece after it left me. Will send RIF update from Showman next.

---

**From:** Hart, Debbi  
**Sent:** Tuesday, March 21, 2017 10:27 AM  
**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>  
**Cc:** Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>  
**Subject:** RE: path forward on the EO for restructuring  
**Importance:** High

Please see attached and let me know if we hit everything.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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**From:** Vizian, Donna  
**Sent:** Tuesday, March 21, 2017 8:01 AM  
**To:** Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>  
**Cc:** Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>  
**Subject:** Re: path forward on the EO for restructuring

It would probably be good to give holly some info on what we need to do to prepare for a RIF. Adding Arron since I think he is the one tracking this. Thanks.

On Mar 21, 2017, at 7:22 AM, Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)> wrote:

I've asked Debbi and Loretta to take first stab and get something to me this am. Thanks.

Sent from my iPhone

On Mar 21, 2017, at 6:42 AM, Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)> wrote:

Donna:

Will do.

Wes

---

**From:** Vizian, Donna

**Sent:** Monday, March 20, 2017 9:39 PM

**To:** Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>

**Subject:** Fwd: path forward on the EO for restructuring

Please see below. Can you guys take what you have and turn into a briefing paper for the administrator. Need quickly. Thanks

Begin forwarded message:

**From:** "Greaves, Holly" <[greaves.holly@epa.gov](mailto:greaves.holly@epa.gov)>

**Date:** March 20, 2017 at 9:32:28 PM EDT

**To:** "Vizian, Donna" <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>

**Cc:** "Bloom, David" <[Bloom.David@epa.gov](mailto:Bloom.David@epa.gov)>

**Subject:** Re: path forward on the EO for restructuring

Donna, just a heads up that Ryan has asked for a one pager on the buyout to brief the Administrator before we announce to the AAs. We can discuss tomorrow.

Sent from my iPhone

On Mar 20, 2017, at 6:49 PM, Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)> wrote:

Thank you.

On Mar 20, 2017, at 6:45 PM, Greaves, Holly <[greaves.holly@epa.gov](mailto:greaves.holly@epa.gov)> wrote:

Hi Donna, of course! I'll look forward to it.

Holly

Sent from my iPhone

On Mar 20, 2017, at 6:21 PM, Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)> wrote:

Hi Holly,

I was speaking with  
David this evening  
about how do we  
approach the EOP on  
restructuring. Would it  
be OK if I come to your  
9:00 with David on  
Wednesday so we can  
talk about  
ideas? thanks

Message

---

**From:** Kuhns, Jason [Kuhns.Jason@epa.gov]  
**Sent:** 3/23/2017 8:53:28 PM  
**To:** Parker, Gary [parker.gary@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: OHR Eligibility Lists  
**Attachments:** OHR RET ELIGIBLE BY DATE-3-23-17.xlsx

Here is the list for OHR. I just added a couple columns to the provided sheet.

Thanks,

Jason Kuhns  
U.S. Environmental Protection Agency  
Office of Human Resources  
202-564-3236  
kuhns.jason@epa.gov

---

**From:** Parker, Gary  
**Sent:** Thursday, March 23, 2017 3:18 PM  
**To:** Kuhns, Jason <Kuhns.Jason@epa.gov>  
**Subject:** FW: OHR Eligibility Lists

Jason,

Do you know the VERA/VSIP eligibility requirements, in order to run the newly requested report?

Mr. Gary Parker  
Branch Chief, Workforce Planning  
USEPA/OARM/OHR  
(O) 202-564-7421  
(M) Ex. 6 - Personal Privacy

**From:** Burbach, Joseph  
**Sent:** Thursday, March 23, 2017 3:13 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Cc:** Gray, Linda <gray.linda@epa.gov>  
**Subject:** FW: OHR Eligibility Lists

Debbie/Gary

I was advised that PPTD (Jason) put the attached OHR retirement eligibility spreadsheets together (or provided the data sets).

We are looking to put a profile together that would expand the attached to reflect VERA and VSIP eligibility within OHR. I have seen a couple of different versions at the EPA office level and for SESers, one that reflects simply the current VERA and VSIP eligibility status and the other that reflects date of VERA eligibility (more comprehensive).

Can you rerun or add this information to the attached to provide an expanded profile to address potential VERA and VSIP.

Thanks

**Joseph Burbach**

Senior Advisor  
Office of Human Resources  
U.S. Environmental Protection Agency  
(202) 564-7783

**From:** Brown, Wendy

**Sent:** Wednesday, March 15, 2017 3:57 PM

**To:** Burbach, Joseph <[burbach.joseph@epa.gov](mailto:burbach.joseph@epa.gov)>

**Subject:** OHR Eligibility Lists

Joe,

Sorry for the delay. I hope this is what you needed. I didn't get a chance to break down some of the data.

- By the end of FY17- [ ] employee will be or are eligible to retire
- By the end of FY18- [ ] employees who will be eligible to retire

I did not get a chance to review the spreadsheet by division but a glance, PPTD could potentially lose 10-15 employees by the end of FY18.

By the way, I have created a Senior Advisor Folder- G:\HR\HR- ADMIN\SENIOR ADVISOR FOLDER

Anything I create for you will be housed there.

Let me know if you have any questions.

**WB**

Wendy C. Brown

Special Assistant to the Immediate Office

Office of Human Resources

U.S. Environmental Protection Agency

WJC North-5340-L

202-564-0909 office

202-809-6385 mobile

[Brown.Wendy@epa.gov](mailto:Brown.Wendy@epa.gov)

Message

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**From:** Kuhns, Jason [Kuhns.Jason@epa.gov]  
**Sent:** 3/23/2017 1:23:23 PM  
**To:** Showman, John [Showman.John@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: Question  
**Attachments:** OARM Eligibility.xlsx

John,  
I've added the OARM roster to the previous document. The columns to the right provide the eligibility information. Let me know if there are any questions.

Thanks,

Jason Kuhns  
U.S. Environmental Protection Agency  
Office of Human Resources  
202-564-3236  
kuhns.jason@epa.gov

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**From:** Hart, Debbi  
**Sent:** Thursday, March 23, 2017 8:52 AM  
**To:** Kuhns, Jason <Kuhns.Jason@epa.gov>  
**Subject:** Fwd: Question

Can you get John OARM chart with grades and names? Thx!

Sent from my iPhone

Begin forwarded message:

**From:** "Showman, John" <Showman.John@epa.gov>  
**Date:** March 22, 2017 at 10:41:41 PM EDT  
**To:** "Hart, Debbi" <Hart.Debbi@epa.gov>  
**Subject:** Re: Question

Can I get something with names??

Sent from my iPhone

On Mar 21, 2017, at 11:38 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Here you go. Let us know if this works or if you need other cuts.

---

**From:** Kuhns, Jason  
**Sent:** Tuesday, March 21, 2017 11:18 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: Question

Does this work?

Thanks,

Jason Kuhns  
U.S. Environmental Protection Agency  
Office of Human Resources  
202-564-3236  
[kuhns.jason@epa.gov](mailto:kuhns.jason@epa.gov)

---

**From:** Hart, Debbi  
**Sent:** Tuesday, March 21, 2017 10:43 AM  
**To:** Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>  
**Cc:** Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>  
**Subject:** RE: Question

Jason has the V/V numbers and can get you a breakout of OARM eligibility by occ series.  
Stay tuned.

---

**From:** Showman, John  
**Sent:** Tuesday, March 21, 2017 9:42 AM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** Question

I know you are moving in many different directions – is somebody working on the OARM printout of retirement eligibles, VERA/VSIP eligibles ..... and if I want a report of OARM employees by job series is that something Jason can also pull or is Jan able to pull?

<OARM Eligibility.xlsx>



Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 3/21/2017 3:38:40 PM  
**To:** Showman, John [Showman.John@epa.gov]  
**CC:** Kuhns, Jason [kuhns.jason@epa.gov]  
**Subject:** FW: Question  
**Attachments:** OARM Eligibility.xlsx

Here you go. Let us know if this works or if you need other cuts.

---

**From:** Kuhns, Jason  
**Sent:** Tuesday, March 21, 2017 11:18 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: Question

Does this work?

Thanks,

Jason Kuhns  
U.S. Environmental Protection Agency  
Office of Human Resources  
202-564-3236  
[kuhns.jason@epa.gov](mailto:kuhns.jason@epa.gov)

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**From:** Hart, Debbi  
**Sent:** Tuesday, March 21, 2017 10:43 AM  
**To:** Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>  
**Cc:** Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>  
**Subject:** RE: Question

Jason has the V/V numbers and can get you a breakout of OARM eligibility by occ series. Stay tuned.

---

**From:** Showman, John  
**Sent:** Tuesday, March 21, 2017 9:42 AM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** Question

I know you are moving in many different directions – is somebody working on the OARM printout of retirement eligibles, VERA/VSIP eligibles ..... and if I want a report of OARM employees by job series is that something Jason can also pull or is Jan able to pull?

Message

---

**From:** Kuhns, Jason [Kuhns.Jason@epa.gov]  
**Sent:** 3/21/2017 3:18:10 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: Question  
**Attachments:** OARM Eligibility.xlsx

Does this work?

Thanks,

Jason Kuhns  
U.S. Environmental Protection Agency  
Office of Human Resources  
202-564-3236  
kuhns.jason@epa.gov

---

**From:** Hart, Debbi  
**Sent:** Tuesday, March 21, 2017 10:43 AM  
**To:** Showman, John <Showman.John@epa.gov>  
**Cc:** Kuhns, Jason <Kuhns.Jason@epa.gov>  
**Subject:** RE: Question

Jason has the V/V numbers and can get you a breakout of OARM eligibility by occ series. Stay tuned.

---

**From:** Showman, John  
**Sent:** Tuesday, March 21, 2017 9:42 AM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** Question

I know you are moving in many different directions – is somebody working on the OARM printout of retirement eligibles, VERA/VSIP eligibles ..... and if I want a report of OARM employees by job series is that something Jason can also pull or is Jan able to pull?

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 3/21/2017 2:48:01 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: path forward on the EO for restructuring  
**Attachments:** Workforce ReshapingVV RIF overviewMarch2017.docx

**Importance:** High

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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**From:** Hart, Debbi  
**Sent:** Tuesday, March 21, 2017 10:27 AM  
**To:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>  
**Cc:** Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>  
**Subject:** RE: path forward on the EO for restructuring  
**Importance:** High

Please see attached and let me know if we hit everything.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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**From:** Vizian, Donna  
**Sent:** Tuesday, March 21, 2017 8:01 AM  
**To:** Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>  
**Cc:** Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>  
**Subject:** Re: path forward on the EO for restructuring

It would probably be good to give holly some info on what we need to do to prepare for a RIF. Adding Arron since I think he is the one tracking this. Thanks.

On Mar 21, 2017, at 7:22 AM, Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)> wrote:

I've asked Debbi and Loretta to take first stab and get something to me this am. Thanks.

Sent from my iPhone

On Mar 21, 2017, at 6:42 AM, Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)> wrote:

Donna:

Will do.

Wes

---

**From:** Vizian, Donna

**Sent:** Monday, March 20, 2017 9:39 PM

**To:** Showman, John <[Showman.John@epa.gov](mailto:Showman.John@epa.gov)>; Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>

**Subject:** Fwd: path forward on the EO for restructuring

Please see below. Can you guys take what you have and turn into a briefing paper for the administrator. Need quickly. Thanks

Begin forwarded message:

**From:** "Greaves, Holly" <[greaves.holly@epa.gov](mailto:greaves.holly@epa.gov)>

**Date:** March 20, 2017 at 9:32:28 PM EDT

**To:** "Vizian, Donna" <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>

**Cc:** "Bloom, David" <[Bloom.David@epa.gov](mailto:Bloom.David@epa.gov)>

**Subject:** Re: path forward on the EO for restructuring

Donna, just a heads up that Ryan has asked for a one pager on the buyout to brief the Administrator before we announce to the AAs. We can discuss tomorrow.

Sent from my iPhone

On Mar 20, 2017, at 6:49 PM, Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)> wrote:

Thank you.

On Mar 20, 2017, at 6:45 PM, Greaves, Holly <[greaves.holly@epa.gov](mailto:greaves.holly@epa.gov)> wrote:

Hi Donna, of course! I'll look forward to it.

Holly

Sent from my iPhone

On Mar 20, 2017, at 6:21 PM, Vizian,  
Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)> wrote:

Hi Holly,

I was speaking with  
David this evening  
about how do we  
approach the EOP on  
restructuring. Would it  
be OK if I come to your  
9:00 with David on  
Wednesday so we can  
talk about  
ideas? thanks

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 3/21/2017 2:43:02 PM  
**To:** Showman, John [Showman.John@epa.gov]  
**CC:** Kuhns, Jason [kuhns.jason@epa.gov]  
**Subject:** RE: Question

Jason has the V/V numbers and can get you a breakout of OARM eligibility by occ series. Stay tuned.

---

**From:** Showman, John  
**Sent:** Tuesday, March 21, 2017 9:42 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Question

I know you are moving in many different directions – is somebody working on the OARM printout of retirement eligibles, VERA/VSIP eligibles ..... and if I want a report of OARM employees by job series is that something Jason can also pull or is Jan able to pull?

Message

---

**From:** Monroe, Scott [Monroe.Scott@epa.gov]  
**Sent:** 7/17/2017 8:14:08 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Quick question re: VERA/VSIP

Hi Debbi,

I saw that OARM posted the V/V proposal and spreadsheet on the intranet. Is there any reason why OAR shouldn't let employees know that it's there? I think that our Acting AA would like to do so.

Thanks,  
Scott

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/18/2017 3:11:25 PM  
**To:** Monroe, Scott [Monroe.Scott@epa.gov]  
**Subject:** RE: Quick question re: VERA/VSIP

Hey Scott—yes go ahead and share. We will make the HR community at large aware too along with more schedule changes shortly. Still moving very fast sadly. D

---

**From:** Monroe, Scott  
**Sent:** Monday, July 17, 2017 4:14 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Quick question re: VERA/VSIP

Hi Debbi,

I saw that OARM posted the V/V proposal and spreadsheet on the intranet. Is there any reason why OAR shouldn't let employees know that it's there? I think that our Acting AA would like to do so.

Thanks,  
Scott



Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/18/2017 2:31:15 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]  
**Subject:** RE: Quick question re: VERA/VSIP

OK- thanks.

---

**From:** Vizian, Donna  
**Sent:** Tuesday, July 18, 2017 10:25 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John <Showman.John@epa.gov>  
**Subject:** RE: Quick question re: VERA/VSIP

Feel free to tell the HRO/PMO community

---

**From:** Hart, Debbi  
**Sent:** Tuesday, July 18, 2017 10:21 AM  
**To:** Showman, John <Showman.John@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>  
**Subject:** FW: Quick question re: VERA/VSIP

Do we need to communicate that our V/V package is posted?

---

**From:** Monroe, Scott  
**Sent:** Monday, July 17, 2017 4:14 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Quick question re: VERA/VSIP

Hi Debbi,

I saw that OARM posted the V/V proposal and spreadsheet on the intranet. Is there any reason why OAR shouldn't let employees know that it's there? I think that our Acting AA would like to do so.

Thanks,  
Scott

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/18/2017 2:20:45 PM  
**To:** Showman, John [Showman.John@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** FW: Quick question re: VERA/VSIP

Do we need to communicate that our V/V package is posted?

---

**From:** Monroe, Scott  
**Sent:** Monday, July 17, 2017 4:14 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Quick question re: VERA/VSIP

Hi Debbi,

I saw that OARM posted the V/V proposal and spreadsheet on the intranet. Is there any reason why OAR shouldn't let employees know that it's there? I think that our Acting AA would like to do so.

Thanks,  
Scott

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 1/30/2017 10:35:08 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]; Kuhns, Jason [kuhns.jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**CC:** Carpenter, Wesley [Carpenter.Wesley@epa.gov]  
**Subject:** FW: OIG VERA-VSIP Report  
**Attachments:** OIG Draft Report -- EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring, But Not All Goals Have Been Achieved.pdf; VERA-VSIP-Final Report-01-26-17.docx

Guess what finally arrived? We need to do a quick comparison of the draft vs. final. Will try to schedule a half hour for tomorrow. Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Roach, Tim  
**Sent:** Friday, January 27, 2017 9:21 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Lewis, Eric <Lewis.Eric@epa.gov>; Beeson, Benjamin W. <Beeson.Benjamin@epa.gov>; Carter, Leon <Carter.Leon@epa.gov>  
**Subject:** OIG VERA-VSIP Report

Hello Debbie

We completed our edits and I attached the revised VERA-VSIP report, along with the draft from last Spring. The report's undergone some significant editing since you last reviewed it, due to internal decisions about how to report the results of a review of our own organization. We decided against incorporating those findings into this report and will issue a separate report about the OIG's implementation of its buyout authority. I'll send you a copy of that once it is issued.

Please review this version and share it with the offices and regions that would like to see it one more time. Please note that some of the differences between the two reports are due to comments we received about the draft. If you have questions about the content or want to submit comments, please let me know as soon as possible. We're performing our quality assurance steps now and that will continue for the next few weeks. I'll keep you informed about that process.

Thanks once again for your time and patience with this process. While we've been delayed issuing the final, we've always felt it is important to report about the agency's progress achieving restructuring goals and how those were aided by the buyout authority. Sharing this experience via our report informs EPA, other agencies, and the public about the impact of buyouts and subsequent restructuring activities that help the agency better carry out its mission.

Sincerely,

Tim R  
312-886-3026

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 1/30/2017 10:33:01 PM  
**To:** Roach, Tim [roach.tim@epa.gov]  
**CC:** Lewis, Eric [Lewis.Eric@epa.gov]; Beeson, Benjamin W. [Beeson.Benjamin@epa.gov]; Carter, Leon [Carter.Leon@epa.gov]  
**Subject:** RE: OIG VERA-VSIP Report

Tim-

Got it and thanks! Will let you know if we have comments. Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

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**From:** Roach, Tim  
**Sent:** Friday, January 27, 2017 9:21 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Lewis, Eric <Lewis.Eric@epa.gov>; Beeson, Benjamin W. <Beeson.Benjamin@epa.gov>; Carter, Leon <Carter.Leon@epa.gov>  
**Subject:** OIG VERA-VSIP Report

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Sincerely,

Tim R  
312-886-3026

Message

---

**From:** Roach, Tim [roach.tim@epa.gov]  
**Sent:** 1/27/2017 2:20:33 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**CC:** Lewis, Eric [Lewis.Eric@epa.gov]; Beeson, Benjamin W. [Beeson.Benjamin@epa.gov]; Carter, Leon [Carter.Leon@epa.gov]  
**Subject:** OIG VERA-VSIP Report  
**Attachments:** OIG Draft Report -- EPA's 2014 Early-Out and Buyout Activities Aided Workforce Restructuring, But Not All Goals Have Been Achieved.pdf; VERA-VSIP-Final Report-01-26-17.docx

Hello Debbie

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Sincerely,

Tim R  
312-886-3026

Message

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 2/27/2017 10:55:38 PM  
**To:** Parker, Gary [parker.gary@epa.gov]  
**CC:** Kuhns, Jason [kuhns.jason@epa.gov]  
**Subject:** FW: OIG VERA-VSIP Report Update  
**Attachments:** VERA-VSIP-Final Report-OIGFeb2017.docx

**Importance:** High

Ideas on how we can update the table below in Jason's absence?

Debbi Hart  
Director  
Policy, Planning & Training Division  
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202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Hart, Debbi  
**Sent:** Friday, February 24, 2017 4:37 PM  
**To:** Roach, Tim <roach.tim@epa.gov>  
**Cc:** Kuhns, Jason <kuhns.jason@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** FW: OIG VERA-VSIP Report Update  
**Importance:** High

Tim-

As discussed, we updated the report as of June 2016. Below is a table documenting our Round 1 V/V efforts as of June 2016. Please let me know if it might be useful for your report. We still need to cross-check it and will confirm the numbers early next week. Thanks again. Debbi

Round 1							
AO	<h1>Ex. 5 - Deliberative Process</h1>						
OECA							
OCFO							
OEI							
OARM							
OW							
OLEM							
OCSP							
ORD							
R1							
R2							
R3							
R4							

R5
R6
R7
R8
R9
R10
EPA

# Ex. 5 - Deliberative Process

Debbi Hart  
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 Policy, Planning & Training Division  
 OHR, OARM  
 USEPA  
 202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Hart, Debbi  
**Sent:** Friday, February 24, 2017 3:38 PM  
**To:** Roach, Tim <[roach.tim@epa.gov](mailto:roach.tim@epa.gov)>  
**Cc:** Kuhns, Jason <[kuhns.jason@epa.gov](mailto:kuhns.jason@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Erickson, Amber <[Erickson.Amber@epa.gov](mailto:Erickson.Amber@epa.gov)>; Torrez, Alfredo <[Torrez.Alfredo@epa.gov](mailto:Torrez.Alfredo@epa.gov)>; Schwartz, Barbara <[Schwartz.Barbara@epa.gov](mailto:Schwartz.Barbara@epa.gov)>; Milton, Laura <[Milton.Laura@epa.gov](mailto:Milton.Laura@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>  
**Subject:** RE: OIG VERA-VSIP Report Update  
**Importance:** High

Hello Tim-

Please see the attached which incorporates updated numbers for OW, OECA and R4. We also checked overall numbers and found some discrepancies that we documented in the report along with a few comments. I'm wondering if an updated table of our Round 1 V/V actions (from June 2016) would be a helpful addendum? Please take a look and let's discuss. Happy Friday! Debbi

Debbi Hart  
 Director  
 Policy, Planning & Training Division  
 OHR, OARM  
 USEPA  
 202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Roach, Tim  
**Sent:** Thursday, February 16, 2017 11:52 AM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** OIG VERA-VSIP Report Update

Hi Debbi,

Thanks again for your time with the updates to the final report. Would you be able to share any of the responses you've received from the program offices or regions? We're at a point where we can incorporate those before sending the final report through the last part of our quality assurance process. Even if you have a few of the responses we could get underway reviewing how those updates will affect the findings.

Tim



Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 2/16/2017 5:07:55 PM  
**To:** Roach, Tim [roach.tim@epa.gov]  
**Subject:** RE: OIG VERA-VSIP Report Update

Tim—

Sadly I did not receive OW's input yet. I will check in again. Please stay tuned.

---

**From:** Roach, Tim  
**Sent:** Thursday, February 16, 2017 11:52 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** OIG VERA-VSIP Report Update

Hi Debbi,

Thanks again for your time with the updates to the final report. Would you be able to share any of the responses you've received from the program offices or regions? We're at a point where we can incorporate those before sending the final report through the last part of our quality assurance process. Even if you have a few of the responses we could get underway reviewing how those updates will affect the findings.

Tim

Message

---

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 3/29/2017 5:39:53 PM  
**To:** Marian Cooper [Cooper.Marian@epa.gov]  
**Subject:** FW: Furlough Guidance.docx  
**Attachments:** Furlough Guidance (Hunt, Loretta).docx

As mentioned.

Debbi Hart  
Director  
Policy, Planning & Training Division  
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202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Hunt, Loretta  
**Sent:** Tuesday, March 28, 2017 1:15 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** Re: Furlough Guidance.docx

Added, **Ex. 5 - Deliberative Process**

---

**From:** Hart, Debbi  
**Sent:** Tuesday, March 28, 2017 1:02 PM  
**To:** Hunt, Loretta  
**Subject:** Fwd: Furlough Guidance.docx

Just off phone with Marian. Can you please take a look I don't think **Ex. 5 - Deliberative Process**

Sent from my iPhone

Begin forwarded message:

**From:** "Cooper, Marian" <[Cooper.Marian@epa.gov](mailto:Cooper.Marian@epa.gov)>  
**Date:** March 28, 2017 at 12:53:15 PM EDT  
**To:** "Hart, Debbi" <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** "Bell, Matthew" <[Bell.Matthew@epa.gov](mailto:Bell.Matthew@epa.gov)>  
**Subject:** Furlough Guidance.docx

Please let me know if this works. Thanks

Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 3/28/2017 5:15:27 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Re: Furlough Guidance.docx  
**Attachments:** Furlough Guidance (Hunt, Loretta).docx

Added, **Ex. 5 - Deliberative Process**

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**From:** Hart, Debbi  
**Sent:** Tuesday, March 28, 2017 1:02 PM  
**To:** Hunt, Loretta  
**Subject:** Fwd: Furlough Guidance.docx

Just off phone with Marian. Can you please take a look I don't think **Ex. 5 - Deliberative Process**

Sent from my iPhone

Begin forwarded message:

**From:** "Cooper, Marian" <Cooper.Marian@epa.gov>  
**Date:** March 28, 2017 at 12:53:15 PM EDT  
**To:** "Hart, Debbi" <Hart.Debbi@epa.gov>  
**Cc:** "Bell, Matthew" <Bell.Matthew@epa.gov>  
**Subject:** Furlough Guidance.docx

Please let me know if this works. Thanks

**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/19/2017 3:53:25 PM  
**To:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Subject:** RE: Workforce Reshaping follow up

Greetings All-

One additional piece of information related to safe positions. **If your organization plans to use safe positions, your safe positions must be discussed in your business case and identified in your targeted positions template with an asterisk (\*).** Please remember, this option assumes the employees who remain would meet the qualifications for the safe positions. Positions identified as safe positions do not have to be restructured if vacated.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

Following up on our Wednesday conversation, we reviewed the themes and combined the restructuring of non-supervisory positions and restructuring of supervisory positions into one theme. I am attaching the table of the revised themes. There are now 6. Our next step is to estimate the number of positions in the pool and number of offers we would accept by theme and appropriation. If you have a position that crosses multiple

appropriations, please indicate as such by using the “Across Multiple Appropriations” column along with specific details in the “Comments” column. Please remember that this is an **estimate** to be used to show the potential outcome to the policy team. If the decision is to proceed, we will ask you to provide detailed information that will lead to your final number. Please complete the attached spreadsheet **by May 19<sup>th</sup>** and send it to Debbi Hart and me. Remember, you do not need to participate in every theme.

If we move to the implementation stage, the next step will be to complete a template for your office and identify positions in the pool. We will resend that information and Debbi will be available to assist your staff with completing the information. OARM would then use this information to develop one business case for the agency. We will also begin working on a communication plan should we get the green light to proceed.

Two other things: I am attaching FAQs for your information and below is information on “safe positions.”

OPM’s revised VSIP template addresses safe positions (attached, pg. 2, first paragraph):

*The agency’s targeted population chart, “. . . may include additional categories of employees beyond those whose positions are directly targeted for elimination/restructuring (i.e., positions that are not the main focus for reduction/restructuring/elimination, but which are included in the VSIP offering only to the extent that they may provide a placement for an employee whose position will be reduced/restructured/eliminated.)*

The “safe position” option assumes the employees who remain would meet the qualifications for the “safe” positions. “Safe positions” do not have to be restructured if vacated. OPM recognizes that VERA and VSIP are voluntary attrition authorities and that not every employee in a targeted position is able/wants to retire and/or resign. As with other federal workforce restructuring authorities (e.g., RIF), the agency has the ability to reassign employees to minimize the impact of its restructuring efforts.

## Ex. 5 - Deliberative Process

Enjoy the weekend.

Donna

## Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 5/17/2017 6:35:46 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: Standardized PDs and Safe Positions Message

Message to send out:

Organizations have requested additional information on identifying safe positions and how V/V would impact standardized PDs.

### Standardized PDs

PDs are not intended to include every duty or task of a position – the standardized PD includes broad, overarching responsibilities. There are a few options:

- Standardized PDs have a section that can be edited where duties can be added.
- If it is more of a wholesale modification, the SSC can redo the standardized PD for that occupation – i.e., to reduce promotion potential, etc.
- Reassign the employee to a different PD all together if the job is being significantly restructured.

There are ways to modify or move people to new PDs if necessary – the SSC can also implement new specific standards to accommodate.

### Identifying Safe Positions

Please remember, this option assumes the employees who remain would meet the qualifications for the safe positions. Positions identified as safe positions do not have to be restructured if vacated. An employee in a targeted position that is not identified as a safe position should be reassigned into this position. The organization's business case must explain any safe position plans. Safe positions should be noted with an asterisk (\*) in the targeted positions template.

For guidance on reassignments, qualifications and PDs, please consult your servicing SSC. For questions about V/V, please contact Debbi Hart ([hart.debbi@epa.gov](mailto:hart.debbi@epa.gov) or 202-564-2011) or Loretta Hunt ([hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov) or 202-564-6963).

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Hart, Debbi  
**Sent:** Tuesday, May 16, 2017 7:31 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** RE: V/V and Standardized PDs

I cleaned up a little and tried to add 'PD' for clarity—does that work? We need to send instructions on identifying safe positions in the template too.

Recommended language to send to organizations:

V/V impact on standardized PDs

PDs are not intended to include every duty or task of a position – the standardized PD includes broad, overarching responsibilities. There are a few options:

- Standardized PDs have a section that can be edited where duties can be added.
- If it is more of a wholesale modification, the SSC can redo the standardized PD for that occupation – i.e., to reduce promotion potential, etc.
- Reassign the employee to a different PD all together if the job is being significantly restructured.

There are ways to modify or move people to new PDs if necessary – the SSC can also implement new specific standards to accommodate.

For further guidance, please contact your servicing HR SSC.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Hart, Debbi  
**Sent:** Tuesday, May 16, 2017 7:04 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** RE: V/V and Standardized PDs

LOL—I did. I'll let you know what he says. Are you thinking fashion an FAQ or just send it out to RHROs/PMOs?

Shouldn't you be going home??

---

**From:** Hunt, Loretta  
**Sent:** Tuesday, May 16, 2017 7:02 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** RE: V/V and Standardized PDs

Ask if he's okay with us forwarding this information to organizations.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Hart, Debbi  
**Sent:** Tuesday, May 16, 2017 6:57 PM  
**To:** Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** FW: V/V and Standardized PDs

What do you think? Can we quote him on this? Don't we owe this answer to Josh Fowler in R8—others too maybe??

---

**From:** Helm, Arron  
**Sent:** Tuesday, May 16, 2017 3:31 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** RE: V/V and Standardized PDs

I don't think the standardized PDs pose a problem.

PDs are not intended to include every duty or task of a position – the standardized include broad overarching responsibilities. There are a couple of options:

- 1) Standardized PDs have a section that can be edited where duties can be added.
- 2) If it is more of a whole sale modification we can redo the standardized for that occupation – i.e. to reduce promotion potential etc.
- 3) Reassign the employee to a different PD all together if the job is being significantly restructured.

Also, I think for the most used standardized PDs it is not that big of a deal – they are for things like OSC, RPM, IT Specialist with specific parentheticals etc. For some, like the OSC and RPM they are interdisciplinary – we could just restructure to single series PDs as an option.

Not sure if this gets totally to the point, but the bottom line is there are easy ways to modify or move people to new PDs if necessary – we can also implement new specific standards to accommodate.

---

**From:** Hart, Debbi  
**Sent:** Tuesday, May 16, 2017 1:12 PM  
**To:** Helm, Arron <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>  
**Subject:** FW: V/V and Standardized PDs  
**Importance:** High

Hey—can you please weigh in on whether a standardized PD can be restructured per OPM requirements? Can't seem to get anything from the SSCs on this issue. Thanks in advance! Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

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**From:** Hunt, Loretta  
**Sent:** Tuesday, May 16, 2017 10:45 AM  
**To:** Engebretson, Lizabeth <[Engebretson.Lizabeth@epa.gov](mailto:Engebretson.Lizabeth@epa.gov)>; Taylor, Jeremy <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>; Bonner, Jerome



<Bonner.Jerome@epa.gov>

Cc: Carter, Rick <Carter.Rick@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

**Subject:** V/V and Standardized PDs

SSC Directors,

We're receiving questions from programs/regions about how after-V/V restructuring would impact standardized PDs. This is what we advised organizations based on our discussions with the SSCs from the last V/V initiative:

*If the position is vacated under VERA/VSIP, the organization must do one of the following before refilling the position :*

- *Change from supervisory to non-supervisory.*
- *Decrease the grade and/or full performance level.*
- *Change the series of the position.*
- *Significantly change the duties of the position (i.e., the incumbent who vacated could not be expected to learn how to perform these new duties within a reasonable amount of time. The servicing Human Resources Shared Service Center will determine if the change in duties are significant).*

Thoughts?

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

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**From:** Vizian, Donna [Vizian.Donna@epa.gov]  
**Sent:** 7/7/2017 3:16:34 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** Re: EPA Final VERA/VSIP Request--email 1 of 3

You guys are awesome.

> On Jul 7, 2017, at 8:51 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

>  
> Greetings All-

>  
> Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

>  
> Debbi Hart  
> Director  
> Policy, Planning & Training Division  
> OHR, OARM  
> USEPA  
> 202.564.2011  
> hart.debbi@epa.gov

>  
> \*\*\*\*\*  
>  
> <EPA Signed Request for VERA VSIP July2017.pdf>

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 5/8/2017 1:30:10 PM  
**To:** Loretta Hunt [Hunt.Loretta@epa.gov]  
**Subject:** FW: Supervisory Ratio

Have you talked with Gary about this? Interesting that Dave Mick agrees code 5 inappropriate.

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

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**From:** Parker, Gary  
**Sent:** Monday, May 08, 2017 9:14 AM  
**To:** Moore, Bobby <Moore.Bobby@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: Supervisory Ratio

Thanks Bobby. I spoke with Dave Mick at Cincinnati and he too agreed that Code 5 is not for supervisors and should be corrected. Cincinnati, RTP and Vegas have these Code 5 employees in question, so I will engage with them collectively and see where we go. Thanks.

Gary

Mr. Gary Parker  
Branch Chief, Workforce Planning  
USEPA/OARM/OHR  
(O) 202-564-7421  
(M) Ex. 6 - Personal Privacy

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**From:** Moore, Bobby  
**Sent:** Monday, May 08, 2017 9:12 AM  
**To:** Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>  
**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Subject:** RE: Supervisory Ratio

Hi Gary,

I don't have any good intel on this. We pull the data in the system. The SSCs are the ones who are coding the employees. I would be interested to hear what they have to say about correcting the data.

Thanks.

**Bobby Moore, Director**  
**Information Technology Division (ITD)**

**Office of Human Resources (OHR)**

U.S. Environmental Protection Agency  
1200 Pennsylvania Ave. N.W.  
MailCode: 3603M // WJC-East Bldg. // Rm. 1227-A  
Washington, D.C. 20460  
(202) 564-7542 (Office)  
(202) 564-7544 (Fax)  
(Hours: 7:00am -- 5:30pm M-TH)

HR LoB: Online HR System Access Request Form

\*\*\*\*\* Privacy Act Note \*\*\*\*\*  
\* Information contained in this message may be subject to the \*  
\* Privacy Act (5 USC 522a) and should be treated accordingly. \*  
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**From:** Parker, Gary  
**Sent:** Friday, May 05, 2017 2:52 PM  
**To:** Moore, Bobby <Moore.Bobby@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Supervisory Ratio

Bobby,

Seeing that we are in the midst of VERA/VSIP and continued task of workforce reshaping, keeping a vigilant eye on supervisory ratios will be critical. Was having a conversation with Jason Kuhns on creating a table to show each Program Office and Region supervisory ratios, and he showed me a report that had been done that included supervisor code 5. He told me historically ITD has included this code. By definition, code 5 is a position that doesn't have supervisory duties. Do we use that code differently here in EPA versus what the OPM definition states? There are ~170 employees with a code 5 and some titles appear to be supervisors and some are not. If they are a supervisor their code should be either 2 or 4.

Unless you have good intel on the topic, I'd like to correct it by engaging the SSCs on validating these employees and their supervisory duties and changing the code to the correct one.

R,  
Gary

Mr. Gary Parker  
Branch Chief, Workforce Planning  
USEPA/OARM/OHR  
(O) 202-564-7421  
(M) Ex. 6 - Personal Privacy

Message

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**From:** Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]  
**Sent:** 7/7/2017 8:40:19 PM  
**To:** Parker, Gary [parker.gary@epa.gov]  
**Subject:** RE: EPA Final VERA/VSIP Request--email 1 of 3

Agreed and thank you again! Have a great trip and RELAX!

---

**From:** Parker, Gary  
**Sent:** Friday, July 07, 2017 4:17 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: EPA Final VERA/VSIP Request--email 1 of 3

Great news!

Mr. Gary Parker  
Branch Chief, Workforce Planning  
USEPA/OARM/OHR  
(O) 202-564-7421  
(M) Ex. 6 - Personal Privacy

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**From:** Hart, Debbi  
**Sent:** Friday, July 07, 2017 4:16 PM  
**To:** Terris, Carol <Terris.Carol@epa.gov>; Remmers, Janet <RemmersJanet@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Showman, John <Showman.John@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** RE: EPA Final VERA/VSIP Request--email 1 of 3  
**Importance:** High

I just heard from Andrea that our responses are solid. She said we earned the gold star award (I think you earned that one Janet!) She is talking with her BC and we can expect a reply to all message of their concurrence soon (will include OPM folks too). Woo hoo! And OPM says if we have that, they can move forward today (if I can raise anyone at OPM... the next hurdle).

Thanks again for your help on this! ☺

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*

---

**From:** Terris, Carol  
**Sent:** Friday, July 07, 2017 3:39 PM  
**To:** Remmers, Janet <RemmersJanet@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: EPA Final VERA/VSIP Request--email 1 of 3

Thank you Janet for taking care of this!

the numbers are very much estimates until offers are accepted, I think your calculations are just as accurate as we can get for this stage

---

**From:** Remmers, Janet  
**Sent:** Friday, July 07, 2017 3:32 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Terris, Carol <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** RE: EPA Final VERA/VSIP Request--email 1 of 3

In order to get this done quickly, I made the changes myself in the combined document.  
I did not reach out to the offices.

Janet Remmers, Ph.D.  
RPROS  
Office of Budget/OCFO  
Mail code: 2732A  
office: 202-564-0548  
aws: 301-593-7870

---

**From:** Remmers, Janet  
**Sent:** Friday, July 07, 2017 3:05 PM  
**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>  
**Cc:** Terris, Carol <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** RE: EPA Final VERA/VSIP Request--email 1 of 3

Debbi  
I made the changes to the Budget Tables that OMB asked for. I also indicated in their file of comments where I made the changes

Janet Remmers, Ph.D.  
RPROS  
Office of Budget/OCFO  
Mail code: 2732A  
office: 202-564-0548  
aws: 301-593-7870

---

**From:** Hart, Debbi  
**Sent:** Friday, July 07, 2017 12:39 PM  
**To:** Remmers, Janet <[Remmers.Janet@epa.gov](mailto:Remmers.Janet@epa.gov)>  
**Cc:** Terris, Carol <[Terris.Carol@epa.gov](mailto:Terris.Carol@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** FW: EPA Final VERA/VSIP Request--email 1 of 3  
**Importance:** High

Janet—as discussed. Let me know how your conversation goes when you get a minute. THANKS AGAIN!

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

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**From:** Hart, Debbi  
**Sent:** Friday, July 07, 2017 9:11 AM  
**To:** Coomber, Robert <[coomber.robert@epa.gov](mailto:coomber.robert@epa.gov)>; Corbett, Krysti <[Corbett.Krysti@epa.gov](mailto:Corbett.Krysti@epa.gov)>; Engebretson, Lizabeth <[Engebretson.Lizabeth@epa.gov](mailto:Engebretson.Lizabeth@epa.gov)>; Bonner, Jerome <[Bonner.Jerome@epa.gov](mailto:Bonner.Jerome@epa.gov)>; Taylor, Jeremy <[Taylor.Jeremy@epa.gov](mailto:Taylor.Jeremy@epa.gov)>; Arron Helm <[Helm.Arron@epa.gov](mailto:Helm.Arron@epa.gov)>; Peabody, Hitch <[Peabody.Hitch@epa.gov](mailto:Peabody.Hitch@epa.gov)>  
**Cc:** Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Loretta Hunt <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>  
**Subject:** FW: EPA Final VERA/VSIP Request--email 1 of 3  
**Importance:** High

All—

As submitted in final to OPM/OMB (we had to break it into three pieces so that OPM will receive it.) Arron please note that Loretta made minor tweaks to targeted positions chart so the attached version is slightly different than the one I sent yesterday. I will let you know what I hear from OPM and OMB--fingers crossed for quick final approval! Let me know if there are questions. Thank you! Debbi

---

**From:** Hart, Debbi  
**Sent:** Friday, July 07, 2017 8:52 AM  
**To:** Snowden, Gregory A <[Gregory.Snowden@opm.gov](mailto:Gregory.Snowden@opm.gov)>; Mahoney, Michael J <[Mike.Mahoney@opm.gov](mailto:Mike.Mahoney@opm.gov)>; Coleman, Darrell E <[Darrell.Coleman@opm.gov](mailto:Darrell.Coleman@opm.gov)>; Thornton, Cathryn <[Cathryn.Thornton@opm.gov](mailto:Cathryn.Thornton@opm.gov)>; Butler, Monica <[Monica.Butler@opm.gov](mailto:Monica.Butler@opm.gov)>; Mulligan, James S. EOP/OMB <[James.Mulligan@opm.gov](mailto:James.Mulligan@opm.gov)> **Ex. 6 - Personal Privacy** Grossman, Andrea L. EOP/OMB' **Ex. 6 - Personal Privacy**  
**Cc:** Vizian, Donna <[Vizian.Donna@epa.gov](mailto:Vizian.Donna@epa.gov)>; Showman, John <[Showman.John@epa.gov](mailto>Showman.John@epa.gov)>; Gray, Linda <[gray.linda@epa.gov](mailto:gray.linda@epa.gov)>; Carpenter, Wesley <[Carpenter.Wesley@epa.gov](mailto:Carpenter.Wesley@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>; Loretta Hunt <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>  
**Subject:** EPA Final VERA/VSIP Request--email 1 of 3  
**Importance:** High

Greetings All-

Thank you for your assistance with this effort. As for our informal request, we are submitting our final package in three pieces. Attached is our signed VERA/VSIP template request. This will be followed by our final business case and targeted positions table. Please let us know if there are any questions. Thanks again-- Debbi

Debbi Hart  
Director  
Policy, Planning & Training Division  
OHR, OARM  
USEPA  
202.564.2011  
[hart.debbi@epa.gov](mailto:hart.debbi@epa.gov)

\*\*\*\*\*





Message

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**From:** Schulman, Marvin [Schulman.Marvin@epa.gov]  
**Sent:** 4/14/2017 2:48:25 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** FOLLOW UP - Reorg & VERA/VSIP Question

**Importance:** High

Hey –

Wanted to let you know that ive had some follow up thought on this issue

Ex. 5 - Deliberative Process

# Ex. 5 - Deliberative Process

Available to discuss this further, at your convenience

Thanks

Marvin

---

**From:** Schulman, Marvin  
**Sent:** Thursday, April 13, 2017 6:33 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** rEORG & vera/vsip qUESTION

Had a call from Josh Fowler in R8, asking about the “relationship” between reorgs and VERA?VSIP, wondering if the reorg had to be approved before the V/V could be offered...

(Also we'll need to figure out what to do in those instances where the V/V doesn't net as much of a response as we'd hoped)

Please advise

THANKS

Marvin  
(202) 564-7778

Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 7/10/2017 3:06:03 PM  
**To:** Kirkland, William [Kirkland.William@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**CC:** Parker, Gary [parker.gary@epa.gov]  
**Subject:** RE: VERA- VSIP FAQ's 6-30-17.docx

Looks good. Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Kirkland, William  
**Sent:** Monday, July 10, 2017 10:04 AM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** FW: VERA- VSIP FAQ's 6-30-17.docx

Good Morning Debbi,

Gary is out of the office.

We updated his request. Please review and let me know if we have it right. Thank you.

---

**From:** Parker, Gary  
**Sent:** Wednesday, July 05, 2017 4:08 PM  
**To:** Kirkland, William <Kirkland.William@epa.gov>  
**Subject:** RE: VERA- VSIP FAQ's 6-30-17.docx

Bill,

Looking at the site, it doesn't appear to be the document I sent. Currently I see DRAFT labeled at the top of the document on the site, but the one I sent latest (below) doesn't have that header. Thoughts?

Mr. Gary Parker  
Branch Chief, Workforce Planning  
USEPA/OARM/OHR  
(O) 202-564-7421  
(M) Ex. 6 - Personal Privacy

Message

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**From:** Fontaine, Tim [Fontaine.Tim@epa.gov]  
**Sent:** 6/29/2017 7:03:55 PM  
**To:** Barber, Anthony [Barber.Anthony@epa.gov]; Shanahan, Katherine [Shanahan.Katherine@epa.gov]; Pastalove, Barbara [Pastalove.Barbara@epa.gov]; Rubel, Robert [Rubel.Robert@epa.gov]; McManus, Catharine [mcmanus.catharine@epa.gov]; Schwartz, Barbara [Schwartz.Barbara@epa.gov]; Breneman, Sara [breneman.sara@epa.gov]; Rodriguez, Ray [Rodriguez.Ray@epa.gov]; Price, Patricia [price.patricia@epa.gov]; Fowler, Joshua [Fowler.Joshua@epa.gov]; Lane, Vicki [Lane.Vicki@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; OHR PMOs [OHR\_PMOs@epa.gov]; OCFO-SBO [OCFOSBO@epa.gov]; OCFO-Regional-Comptroller [OCFORegionalComptroller@epa.gov]; Terris, Carol [Terris.Carol@epa.gov]; Westenberger, Andrea [Westenberger.Andrea@epa.gov]  
**CC:** Woods, Terry [Woods.Terry@epa.gov]; Spraul, Greg [Spraul.Greg@epa.gov]; Remmers, Janet [Remmers.Janet@epa.gov]  
**Subject:** RE: VERA/VSIP Package Questions from OMB (Close Hold)  
**Attachments:** Office of Water VERA and VSIP Justification with Budget Final 05-24-17.docx

Here is the OW file.

Tim Fontaine  
EPA Office of Water  
(202) 564-0318

---

**From:** Barber, Anthony  
**Sent:** Thursday, June 29, 2017 2:44 PM  
**To:** Shanahan, Katherine <Shanahan.Katherine@epa.gov>; Pastalove, Barbara <Pastalove.Barbara@epa.gov>; Rubel, Robert <Rubel.Robert@epa.gov>; McManus, Catharine <mcmanus.catharine@epa.gov>; Schwartz, Barbara <Schwartz.Barbara@epa.gov>; Breneman, Sara <breneman.sara@epa.gov>; Rodriguez, Ray <Rodriguez.Ray@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Fowler, Joshua <Fowler.Joshua@epa.gov>; Lane, Vicki <Lane.Vicki@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; OHR PMOs <OHR\_PMOs@epa.gov>; OCFO-SBO <OCFOSBO@epa.gov>; OCFO-Regional-Comptroller <OCFORegionalComptroller@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Westenberger, Andrea <Westenberger.Andrea@epa.gov>  
**Subject:** RE: VERA/VSIP Package Questions from OMB (Close Hold)

Anthony L. Barber, PE  
Acting Human Capital Officer and Manager, HRF Unit  
Director, Oregon Operations Office  
US EPA Region IO  
805 SW Broadway, Suite 500  
Portland, OR 97205

503-326-6890 (phone)  
503-326-3399 (fax)  
[barber.anthony@epa.gov](mailto:barber.anthony@epa.gov)

-----Original Appointment-----

**From:** Shanahan, Katherine  
**Sent:** Thursday, June 29, 2017 8:14 AM  
**To:** Shanahan, Katherine; Pastalove, Barbara; Rubel, Robert; McManus, Catharine; Schwartz, Barbara; Breneman, Sara; Rodriguez, Ray; Price, Patricia; Fowler, Joshua; Lane, Vicki; Barber, Anthony; Hart, Debbi; Hunt, Loretta; OHR PMOs; OCFO-SBO; OCFO-Regional-Comptroller; Terris, Carol; Westenberger, Andrea  
**Subject:** VERA/VSIP Package Questions from OMB (Close Hold)

**When:** Thursday, June 29, 2017 2:30 PM-3:30 PM (UTC-05:00) Eastern Time (US & Canada).

**Where:** Call-In [Ex. 6 - Personal Privacy] Conference Code [Ex. 6 - Personal Privacy]

Good Morning

You should all have seen by now yesterday's message from Donna Vizian regarding our VERA/VSIP submission to OMB and OPM. [Ex. 5 - Deliberative Process] I have connected with Loretta Hunt and am setting up this critical call this afternoon so we all can learn what needs to be done to address the OMB concerns and quickly move our V/V package forward. I have been asked to remind everyone that this discussion and any information related to it is close hold and request that you do not forward this invite to a broader audience. Hart

To the extent possible, please try to listen in a group in your offices to make sure we have enough lines

Thank you for your cooperation on such short notice. This call is at 2:30 Eastern time

Kathie

Katherine Shanahan  
Human Resource Officer  
EPA New England -Region 1  
617-918-1619

Message

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 7/12/2017 11:04:01 PM  
**To:** Vaughan, Pat [Vaughan.Pat@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: URGENT: Latest Information on VERA/VSIP Notifications,

Pat, I apologize for the oversight. Obviously, the SES positions aren't included in the spreadsheet.

I can remove the reference to SES inclusion in the pool because it is an obvious error not reflected in the spreadsheet. I can't add the adjustment language because it would require an OPM amendment.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

**From:** Vaughan, Pat  
**Sent:** Wednesday, July 12, 2017 4:49 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: URGENT: Latest Information on VERA/VSIP Notifications,

I doubt it matters at this point, but it does look like they used an older business case of ours that still referenced SES in our targeted pool and does not include additional information we included later about the ability to adjust our caps across the organization if needed, as long as we did not go over the overall 183. I think a few of our numbers in the narrative changed too. Would love to have the correct one included on the intranet site if at all possible, but don't know if many will go there and look at it anyway.

Pat Vaughan  
Director, Human Resources Division  
ORD/Office of Administrative and Research Support  
919-541-4912

Ex. 6 - Personal Privacy (cell)  
<https://> **Ex. 6 - Personal Privacy**

**From:** Hunt, Loretta  
**Sent:** Wednesday, July 12, 2017 11:39 AM  
**To:** RHRO <RHRO@epa.gov>; OHR PMOs <OHR\_PMOs@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>  
**Subject:** URGENT: Latest Information on VERA/VSIP Notifications,  
**Importance:** High

HR Community,

1. Due to the leakage of VERA/VSIP information, AA/RAs must send out general notices to all employees **TODAY (7/12/17)!!!!**

2. Notices to employees in targeted positions are to be sent tomorrow morning (7/13/17).
3. The application window for VERA/VSIP is 7/13/17 through 7/26/17.
4. An updated schedule is attached.
5. The general and targeted employee notices have been updated to reflect the change in dates. Documents are attached.
6. The agency's business case and targeted position spreadsheet approved by OPM are attached.
7. We will post the agency's business case and targeted positions to the VERA/VSIP intranet site as soon as we redact the documents.

If you have any questions or concerns, please contact me or Debbi Hart.

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Kirkland, William [Kirkland.William@epa.gov]  
**Sent:** 7/10/2017 2:29:33 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Subject:** FW: HOT ACTION: VERA- VSIP FAQ's 6-30-17.docx  
**Attachments:** VERA- VSIP FAQ's 6-30-17.docx

Fyi.

---

**From:** Parker, Gary  
**Sent:** Friday, July 07, 2017 9:46 AM  
**To:** Kirkland, William <Kirkland.William@epa.gov>  
**Subject:** HOT ACTION: VERA- VSIP FAQ's 6-30-17.docx

Bill,

I am still seeing the "DRAFT" on the header of the document. Can you upload the document I sent you June 30, 2017 please. I've attached it again for ease of upload.

VERA VSIP is live now for the organization, this information needs to be online ASAP, as now people will be downloading the document for their information.

Thanks.

Gary

Mr. Gary Parker  
Branch Chief, Workforce Planning  
USEPA/OARM/OHR  
(O) 202-564-7421  
(M) 

---

**From:** Parker, Gary  
**Sent:** Wednesday, July 05, 2017 4:09 PM  
**To:** Kirkland, William <Kirkland.William@epa.gov>  
**Subject:** RE: VERA- VSIP FAQ's 6-30-17.docx

Bill,

Looking at the site, it doesn't appear to be the document I sent. Currently I see DRAFT labeled at the top of the document on the site, but the one I sent latest (below) doesn't have that header. Thoughts?

Mr. Gary Parker  
Branch Chief, Workforce Planning  
USEPA/OARM/OHR  
(O) 202-564-7421  
(M) 

---

**From:** Parker, Gary  
**Sent:** Friday, June 30, 2017 12:53 PM

To: Kirkland, William <Kirkland.William@epa.gov>

Subject: VERA- VSIP FAQ's 6-30-17.docx

Bill,

You can shoot me later.... I have an update the FAQs. Attached please find changed document. Please replace [http://\[REDACTED\]](http://[REDACTED]) **Ex. 6 - Personal Privacy** with the attached.

R,  
Gary



Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 7/12/2017 10:55:13 PM  
**To:** Schulman, Marvin [Schulman.Marvin@epa.gov]; Smith, Veronica [Smith.Veronica@epa.gov]  
**CC:** Thomas, Ollie [thomas.ollie@epa.gov]; Layne, Kenda [Layne.Kenda@epa.gov]; Badalamente, Mark [Badalamente.Mark@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: VERA/VSIP Memo Notice to Employees in Targeted Positions  
**Attachments:** General Notice and Targeted Notice to Employees\_VERA-VSIP Announcement July 6 2017\_Version 3 lh edits.docx

**Importance:** High

Veronica,

A couple of minor edits.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Schulman, Marvin  
**Sent:** Wednesday, July 12, 2017 6:17 PM  
**To:** Smith, Veronica <Smith.Veronica@epa.gov>  
**Cc:** Thomas, Ollie <thomas.ollie@epa.gov>; Layne, Kenda <Layne.Kenda@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>  
**Subject:** RE: VERA/VSIP Memo Notice to Employees in Targeted Positions

Veronica –

Just got out of a meeting. Your memo looks OK

Marvin

---

**From:** Smith, Veronica  
**Sent:** Wednesday, July 12, 2017 5:22 PM  
**To:** Schulman, Marvin <[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>  
**Cc:** Thomas, Ollie <[thomas.ollie@epa.gov](mailto:thomas.ollie@epa.gov)>; Layne, Kenda <[Layne.Kenda@epa.gov](mailto:Layne.Kenda@epa.gov)>; Badalamente, Mark <[Badalamente.Mark@epa.gov](mailto:Badalamente.Mark@epa.gov)>  
**Subject:** VERA/VSIP Memo Notice to Employees in Targeted Positions  
**Importance:** High

Hi Marvin,

Per our earlier phone-con, can you please review the draft subject memo? Let me know if there are any necessary revisions to be made.

Thanks,

Veronica

---

## *Veronica Smith*

U.S. Environmental Protection Agency

Office of Enforcement and Compliance Assurance | Office of Administration and Policy

1200 Pennsylvania Avenue, N.W. | Mail Code 2201A | Suite 3240 WJCS | Washington, DC 20460

[smith.veronica@epa.gov](mailto:smith.veronica@epa.gov) | 202-564-2313 (T) | 202-501-0017 (F)

Message

---

**From:** Schulman, Marvin [Schulman.Marvin@epa.gov]  
**Sent:** 7/12/2017 10:38:54 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]  
**Subject:** FW: VERA/VSIP Memo Notice to Employees in Targeted Positions  
**Attachments:** General Notice and Targeted Notice to Employees\_VERA-VSIP Announcement July 6 2017\_Version 3.docx

**Importance:** High

Sorry – forgot to share a copy of the incoming with you

---

**From:** Smith, Veronica  
**Sent:** Wednesday, July 12, 2017 5:22 PM  
**To:** Schulman, Marvin <Schulman.Marvin@epa.gov>  
**Cc:** Thomas, Ollie <thomas.ollie@epa.gov>; Layne, Kenda <Layne.Kenda@epa.gov>; Badalamente, Mark <Badalamente.Mark@epa.gov>  
**Subject:** VERA/VSIP Memo Notice to Employees in Targeted Positions  
**Importance:** High

Hi Marvin,

Per our earlier phone-con, can you please review the draft subject memo? Let me know if there are any necessary revisions to be made.

Thanks,

Veronica

---

*Veronica Smith*

U.S. Environmental Protection Agency  
Office of Enforcement and Compliance Assurance | Office of Administration and Policy  
1200 Pennsylvania Avenue, N.W. | Mail Code 2201A | Suite 3240 WJCS | Washington, DC 20460  
[smith.veronica@epa.gov](mailto:smith.veronica@epa.gov) | 202-564-2313 (T) | 202-501-0017 (F)

Message

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**From:** Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]  
**Sent:** 8/8/2017 8:15:24 PM  
**To:** Lane, Vicki [Lane.Vicki@epa.gov]; Jimenez, Elaine [Jimenez.Elaine@epa.gov]  
**CC:** Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Lee, Andrea [Lee.Andrea@epa.gov]; Acquisti, Heidi [Acquisti.Heidi@epa.gov]  
**Subject:** RE: Region 9 - VERA/VSIP Allocation Flexibility Response

Vicki,  
Thank you for the management confirmation. We will be issuing notices tomorrow. (OPM's approval came back just in time😊)

Regards,  
Liz

---

**From:** Lane, Vicki  
**Sent:** Tuesday, August 08, 2017 12:41 PM  
**To:** Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Jimenez, Elaine <Jimenez.Elaine@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Lee, Andrea <Lee.Andrea@epa.gov>; Acquisti, Heidi <Acquisti.Heidi@epa.gov>  
**Subject:** Region 9 - VERA/VSIP Allocation Flexibility Response

Greetings Las Vegas Shared Service Center,  
Region 9 Managers (per attached emails) have approved the LVSSC to extend one additional VERA/VSIP offer in the following position categories:

- SFD Remedial Project Manager, GS-13
- ORC Attorney-Adviser, GS-15

If you have any questions, please contact me.

Regards, Vicki  
415-972-3827

---

**From:** Lyons, John  
**Sent:** Tuesday, August 8, 2017 12:28 PM  
**To:** Quast, Sylvia <Quast.Sylvia@epa.gov>  
**Cc:** Lane, Vicki <Lane.Vicki@epa.gov>; Busterud, Gretchen <Busterud.Gretchen@epa.gov>; Manzanilla, Enrique <Manzanilla.Enrique@epa.gov>; Strauss, Alexis <Strauss.Alexis@epa.gov>; Jordan, Deborah <Jordan.Deborah@epa.gov>; McIlwain, Serena <McIlwain.Serena@epa.gov>; Angelich, Michelle <Angelich.Michelle@epa.gov>; Lee, Andrea <Lee.Andrea@epa.gov>; Acquisti, Heidi <Acquisti.Heidi@epa.gov>  
**Subject:** Re: Region 9 - VERA/VSIP Allocation Flexibility - Response due ASAP

SFD approves as well.  
Thank you

Sent from my iPhone

On Aug 8, 2017, at 12:07 PM, Quast, Sylvia <Quast.Sylvia@epa.gov> wrote:

ORC approves.

---

**From:** Lane, Vicki

**Sent:** Tuesday, August 08, 2017 11:59 AM

**To:** Quast, Sylvia <Quast.Sylvia@epa.gov>; Busterud, Gretchen <Busterud.Gretchen@epa.gov>; Manzanilla, Enrique <Manzanilla.Enrique@epa.gov>; Lyons, John <Lyons.John@epa.gov>

**Cc:** Strauss, Alexis <Strauss.Alexis@epa.gov>; Jordan, Deborah <Jordan.Deborah@epa.gov>; McIlwain, Serena <McIlwain.Serena@epa.gov>; Angelich, Michelle <Angelich.Michelle@epa.gov>; Lee, Andrea <Lee.Andrea@epa.gov>; Acquisti, Heidi <Acquisti.Heidi@epa.gov>

**Subject:** Region 9 - VERA/VSIP Allocation Flexibility - Response due ASAP

To Enrique and Sylvia,

Region 9 has received approval to increase the number of VSIP offers by 1 for the following positions:

- SFD Remedial Project Manager, GS-13
- Attorney-Adviser, GS-15

Please respond by email to document your division decision. Thank you

Regards, Vicki 2-3827

---

**From:** Hunt, Loretta

**Sent:** Tuesday, August 8, 2017 10:06 AM

**To:** RHRO <RHRO@epa.gov>; OHR PMOs <OHR\_PMOs@epa.gov>

**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>

**Subject:** VERA/VSIP Allocation Flexibility

HR Community,

A few offices came to OHR and requested V/V allocation flexibility. We decided to ask OPM to allow all programs this flexibility (a few specifically asked in their initial business cases and were already approved).

The new language added to the agency's business case (pg. 3, attached) specifically states:

*Given the pool of available candidates across our program and regional offices, the agency would like to request the flexibility to increase (or decrease) the offer number in one or more categories if necessary, with the understanding that the overall cap for each program or regional office (as identified in sections II-XXIII below) cannot be exceeded.*

What this means is that offices can shift slots to oversubscribed categories from undersubscribed categories. For example:

*Region A allotted 5 V/V slots for eligible 301s and 5 slots for eligible 0028s. The servicing SSC received 7 applications from 301s but only 3 applications from 0028s. Region A may now move the 2 surplus slots allotted for the 0028 positions over to the 301 category to allow more eligible applicants to take V/V.*

**Please note,** the region or program office may not:

- Exceed the organization's maximum V/V cap approved by OPM and OMB.

- Add additional positions to the eligibility pool.
- Approve more positions to vacate in a series/location/subcomponent than the organization can realistically handle. Remember, all positions (except designated safe positions) vacated under V/V must be eliminated or restructured. The organization must be still be able to function/meet mission needs once employees vacate.

If you have any questions or concerns, please contact me or your servicing HR Shared Service Center.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Monroe, Scott [Monroe.Scott@epa.gov]  
**Sent:** 7/10/2017 1:59:12 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** Questions re: V/V Communication Templates  
**Attachments:** Prog and Reg VERA-VSIP Announcement 7-6-17.docx

**Importance:** High

Hi Debbi,

If you have time, please let me know the answers to the questions below. Thanks!

- The template for eligible employees doesn't specifically state, "Your position has been identified as eligible." I guess it's assumed from the TO: line. Would it be OK for me to add that sentence?
- Must we email the template for eligible employees to each person individually, or may we send to the whole group using the bcc field? (Wasn't sure what the agency needed as a record.)
- Unlike other AAships, OAR didn't elaborate the units/locations/grades of eligible positions during our all-hands meetings week of June 26. Can we include this information in our email to all hands, or is EPA's intent not to put the details in writing in this way? (All proposals will be published on the intranet, yes?)

Scott Monroe  
Program Management Official  
Office of Air and Radiation  
Mail Code 6101A  
Clinton North Room 5435A  
tel: 202-564-1271  
fax: 202-501-0600

---

**From:** Hunt, Loretta  
**Sent:** Thursday, July 06, 2017 7:03 PM  
**To:** RHRO <RHRO@epa.gov>; OHR PMOs <OHR\_PMOs@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>  
**Subject:** V/V Communication Templates  
**Importance:** High

HR Community,

Here are the templates we promised on today's HR Community Call.

Please keep in mind the following:

- The agency must have approval from OPM before notices can be sent. Stay tuned.
- The general notification goes to all employees in your program or region.
- The "targeted position" notice and attachments will only be sent to employees in your program/region's targeted positions pool.

- For organizations that targeted SL/ST positions, the Executive Resources Division is the servicing HR Office, not the SSC.

If you have any questions or concerns about the template, please contact Debbi Hart at (202) 564-2011 or [hart.debbi@epa.gov](mailto:hart.debbi@epa.gov).

Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)



Message

---

**From:** Schulman, Marvin [Schulman.Marvin@epa.gov]  
**Sent:** 7/14/2017 8:51:25 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: Agenda Items for the HR Weekly Meeting on Monday, July 17

"Yes", and "No" (in that order)

See below

---

**From:** Hunt, Loretta  
**Sent:** Friday, July 14, 2017 4:49 PM  
**To:** Schulman, Marvin <Schulman.Marvin@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** Re: Agenda Items for the HR Weekly Meeting on Monday, July 17

Marvin,

Is the pay cap waiver project still pending Reg. 10 action? YES

Any updates? **NO** (I suspect they're busy working on V/V)

---

**From:** Carpenter, Wesley  
**Sent:** Friday, July 14, 2017 4:27 PM  
**To:** Wheeler, Kimberly; Gantt, Melissa  
**Cc:** Vizian, Donna; Showman, John; Gray, Linda; Cooper, Marian; Hitchens, Lynnnann; Hardy, Michael; Bell, Matthew; Hart, Debbi; Hunt, Loretta  
**Subject:** Agenda Items for the HR Weekly Meeting on Monday, July 17

Kim/Melissa:

I am recommending the following agenda items for the HR weekly meeting on Monday, July 17:

- Policy Update
- OHR Update on OARM Priorities
- OMB Assessment Update
- EPA Alumni Association Update
- OIG Audit on Pay Cap Waiver

Please let me know if you have any questions. Thanks.

Wesley J. Carpenter  
Deputy Director, EPA's Office of Human Resources  
Tel. No.: 202-564-2019  
Cell Phone: Ex. 6 - Personal Privacy  
E-mail: [carpenter.wesley@epa.gov](mailto:carpenter.wesley@epa.gov)



Message

---

**From:** Schulman, Marvin [Schulman.Marvin@epa.gov]  
**Sent:** 6/22/2017 6:57:47 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: R9's Updated VERA/VSIP Package (URGENT)

Loretta –

I went through the document and accepted the edits.

When I checked the numbers in the budget chart, the sub totals (F and J) were off \$1, but the final total was still correct (F was 1 too many, J was 1 too few)

I reached out to Vicki, as instructed, but in the meanwhile I made the number changes to the chart and saved it to our site with this file name

EPA Prog and Reg Business Cases 6-22-17 ver 4a

(That way if I miss her while we're on the V/V call, you still have a final version you can send in.)

Marvin

---

**From:** Hunt, Loretta  
**Sent:** Thursday, June 22, 2017 2:23 PM  
**To:** Schulman, Marvin <Schulman.Marvin@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Subject:** RE: R9's Updated VERA/VSIP Package (URGENT)  
**Importance:** High

Marvin,

I've incorporated R9's updates. Please review the revised business case and concur on the edits. Thanks.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Hunt, Loretta  
**Sent:** Thursday, June 22, 2017 2:21 PM  
**To:** Schulman, Marvin <[Schulman.Marvin@epa.gov](mailto:Schulman.Marvin@epa.gov)>  
**Subject:** FW: R9's Updated VERA/VSIP Package

FYI

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963

Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

---

**From:** Lane, Vicki

**Sent:** Wednesday, June 21, 2017 8:52 PM

**To:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Hunt, Loretta <[Hunt.Loretta@epa.gov](mailto:Hunt.Loretta@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>

**Subject:** R9's Updated VERA/VSIP Package

Hi Debbi,

Thanks again for allowing us to make this change. Attached is our complete package.

Regards, Vicki J. Lane

Human Resources Officer, Region 9

U.S. Environmental Protection Agency

75 Hawthorne Street, Mail Code: EMD-2

San Francisco, CA 94105

Email: [lane.vicki@epa.gov](mailto:lane.vicki@epa.gov)

Phone: 415-972-3827

Message

---

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 6/28/2017 8:30:18 PM  
**To:** Terris, Carol [Terris.Carol@epa.gov]  
**CC:** Vizian, Donna [Vizian.Donna@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** EPA VERA/VSIP Business Case w/Budget Information  
**Attachments:** EPA Prog and Reg Business Cases 6-22-17 ver 4.docx; V-V Business Case Checklist April2017final.docx

Carol, per today's meeting with OMB.

Attached:

1. Business case
2. Template with budget chart

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

---

**From:** Showman, John [Showman.John@epa.gov]  
**Sent:** 7/6/2017 7:17:22 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** RE: VERA-VSIP General Notice 7-6-17.rev.docx

Call me

---

**From:** Hart, Debbi  
**Sent:** Thursday, July 06, 2017 3:15 PM  
**To:** Showman, John <Showman.John@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** RE: VERA-VSIP General Notice 7-6-17.rev.docx

Got it- thx. Will there be any other updates?

---

**From:** Showman, John  
**Sent:** Thursday, July 06, 2017 1:46 PM  
**To:** Hart, Debbi <Hart.Debbi@epa.gov>  
**Cc:** Vizian, Donna <Vizian.Donna@epa.gov>; Cooper, Marian <Cooper.Marian@epa.gov>  
**Subject:** VERA-VSIP General Notice 7-6-17.rev.docx

I made two small changes in the last paragraph – one to address a comment from Mike. He's meeting with Ryan this afternoon and will mention to him.

Message

**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 6/26/2017 7:05:28 PM  
**To:** Kuhns, Jason [Kuhns.Jason@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** Re: Targeted positions in agency's VERA/VSIP

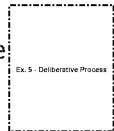
Thanks, Jason!

Sent from my iPhone

On Jun 26, 2017, at 2:33 PM, Kuhns, Jason <Kuhns.Jason@epa.gov> wrote:

Hitch,

There are no SES positions and SL/ST positions that are targeted. Below is a breakout of those positions. Hope this helps.



SL/ST Positions

AO	
1301-General Physical Science	
OGC	
0905-General Attorney	
ORD	
0301-Miscellaneous Administration and Program	
0401-General Natural Resources Management and Biological Sciences	
0403-Microbiology	
0819-Environmental Engineering	
1301-General Physical Science	
1320-Chemistry	
N/A	
OW	
0301-Miscellaneous Administration and Program	
EPA Total	

Thanks,

Jason Kuhns  
U.S. Environmental Protection Agency  
Office of Human Resources  
202-564-3236  
[kuhns.jason@epa.gov](mailto:kuhns.jason@epa.gov)

---

**From:** Peabody, Hitch  
**Sent:** Monday, June 26, 2017 2:02 PM  
**To:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Parker, Gary

[<parker.gary@epa.gov>](mailto:parker.gary@epa.gov)

**Subject:** RE: Targeted positions in agency's VERA/VSIP

Thank you kindly.

---

**From:** Hunt, Loretta

**Sent:** Monday, June 26, 2017 1:46 PM

**To:** Peabody, Hitch <[Peabody.Hitch@epa.gov](mailto:Peabody.Hitch@epa.gov)>

**Cc:** Hart, Debbi <[Hart.Debbi@epa.gov](mailto:Hart.Debbi@epa.gov)>; Kuhns, Jason <[Kuhns.Jason@epa.gov](mailto:Kuhns.Jason@epa.gov)>; Parker, Gary <[parker.gary@epa.gov](mailto:parker.gary@epa.gov)>

**Subject:** Targeted positions in agency's VERA/VSIP

Hitch,

I believe only SL/ST positions are targeted and no SES. Jason is checking the numbers. We'll follow-up as soon as possible.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)



Message

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**From:** Graf, Kate [Graf.Kate@epa.gov]  
**Sent:** 6/22/2017 4:36:53 PM  
**To:** Parker, Gary [parker.gary@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** quick VV question  
**Importance:** High

Hi all,

In the talkers on VV it says:

- For employees in the pool, the process will be similar to how the past VERA/VSIP processes were managed.
- Each employee in the pool will receive a letter outlining the VERA/VSIP application process.

I honestly can't remember how they are notified and we are getting that question. I think people are afraid they are going to be on vacation during the window and want to know if it will be a letter to their home, certified mail, an email, etc. I think it was email but can't remember. Any info you have would be great.

Kate Graf  
PMO  
Office of Chemical Safety and Pollution Prevention  
202/564-0193

Message

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**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 6/28/2017 8:27:35 PM  
**To:** Hart, Debbi [Hart.Debbi@epa.gov]  
**Subject:** FW: Follow up from VERA/VSIP meeting on OCFO

FYI

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

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**From:** Barringer, Jody M. EOP/OMB **Ex. 6 - Personal Privacy**

**Sent:** Wednesday, June 28, 2017 3:10 PM  
**To:** Terris, Carol <Terris.Carol@epa.gov>  
**Cc:** Hunt, Loretta <Hunt.Loretta@epa.gov>  
**Subject:** Follow up from VERA/VSIP meeting on OCFO

Hi Carol,

As we discussed in the VERA/VSIP meeting, I have a couple of questions related to OCFO's structure that aren't necessary to clear the VERA/VSIP package but would be useful for me to understand as the OCFO examiner. Can you provide me with a response to the following questions:

- Please describe the functions performed by Branches A, B, C, and D under RTP Finance Center.
- The Purpose of consolidating various programs into an Office of the Controller was to reduce silos but there are still many divisions and branches underneath OC. This should be an opportunity for EPA to evaluate the need for so many sub-offices. Is there any reason why EPA is not looking at whether some of those OC branches can be combined?

Let me know if you need any clarification.

Thanks,  
Jody

Jody M. Barringer  
Program Examiner  
Environment Branch  
Office of Management & Budget  
(202) 395-5852

Message

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**From:** Peabody, Hitch [Peabody.Hitch@epa.gov]  
**Sent:** 6/26/2017 6:01:50 PM  
**To:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** RE: Targeted positions in agency's VERA/VSIP

Thank you kindly.

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**From:** Hunt, Loretta  
**Sent:** Monday, June 26, 2017 1:46 PM  
**To:** Peabody, Hitch <Peabody.Hitch@epa.gov>  
**Cc:** Hart, Debbi <Hart.Debbi@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Parker, Gary <parker.gary@epa.gov>  
**Subject:** Targeted positions in agency's VERA/VSIP

Hitch,

I believe only SL/ST positions are targeted and no SES. Jason is checking the numbers. We'll follow-up as soon as possible.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
Policy, Planning and Training Division  
Office of Human Resources  
U.S. EPA  
Phone: (202) 564-6963  
Email: [hunt.loretta@epa.gov](mailto:hunt.loretta@epa.gov)

Message

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**From:** Hunt, Loretta [Hunt.Loretta@epa.gov]  
**Sent:** 6/26/2017 5:46:24 PM  
**To:** Peabody, Hitch [Peabody.Hitch@epa.gov]  
**CC:** Hart, Debbi [Hart.Debbi@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Parker, Gary [parker.gary@epa.gov]  
**Subject:** Targeted positions in agency's VERA/VSIP

Hitch,

I believe only SL/ST positions are targeted and no SES. Jason is checking the numbers. We'll follow-up as soon as possible.

Loretta L. Hunt  
Branch Chief  
Policy and Accountability Branch  
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